APPENDIX XII.

Forms of Indents used by the Stationery Office, Bombay.

No. I—Annual indent form for stationery articles.

No. II—Supplementary indent form for stationery articles.

No. III—Annual indent form for stationery for subordinate officers such as Police Inspectors, Sub-Auditors, Co-operative Societies and Inspectors of Weights, etc.

No. IV—Annual indent form for drawing materials.

No. V—Annual indent form for drawing materials (for schools).

No. VI—Indent form for peons' clothing and liveries.

No. VII—Indent form for cloth for covering tables.

No. VIII—Indent form for Bicycle accessories.

No. IX—Annual indent form for stationery for chargeable Officers.

No. X—Model indent form for stationery.

No. XI—Annual indent form for standard forms and envelopes (outer).

No. XII—Annual indent form for standard forms and envelopes (inner).

The Stationery Office Registered No. fixed for your office———— Budget Head to which the cost of the Indent is debitable————

Form of Annual Indent and Advice Note (Receipt) for Stationery required for the office of the————for the year 194 . 194 .

The last supply was asked for in this office indent No.————dated———194 , and was received, *vide* ADVICE NOTE No.————

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	————
Principal Assistants	————
Clerks	————
Bailiffs (Judicial Department)	————
Muster and Outdoor Clerks (P. W. D.)	————
Teachers (Educational Department)	————
Gate-keepers and Circle Amaldars (Jail Department)	————
Compounders, Nurses and Sub-Assistant Surgeons (Medical Department) ..	————
Other staff using stationery	————
Total number of hands ..	————

N.B.—For use by the Stationery Office—

(*a*) The demand is in excess of the prescribed scale.

(*b*) The demand is above the quantity sanctioned in the model indent.

(*c*) The demand appears to be high though within the quantity sanctioned in the model indent.

(*d*) Articles lasting for a number of years are supplied every year according to the fixed percentage.

(*e*) The article is not stocked at the Stationery Office.

(*f*) The purpose for which the article is required has not been stated.

(*g*) A sample may be furnished to guide the supply.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to————
   at Station————District————
   c/o————
2. By seaport to————
   By Rail—Station to————
   By Post to————

No. of 194 –194

Dated 194

CERTIFIED that I have personally examined and checked the balances shown within and that the quantities now asked for are essential for use during the year.

2. Instructions issued in the Stationery Office General Memo. I, dated 15th March 1928, have also been carefully attended to while preparing this indent.

Signature————

Designation————

ISSUE

for Superintendent,
Government Printing and Stationery,
Bombay.

INSTRUCTIONS.

In order to avoid waste, and to exercise a check, on the use of stationery, this form (Spl.—Stnry. 2) has been so prepared as to be useful for both the purposes, viz., (1) Maintenance of the regular account of Receipts and Issues of articles and (2) Preparation of the Indent, and Advice Note (Receipt) for the articles required annually.

One copy of this form should be sufficient for each office for a year. It is not necessary to keep account by branches in an office. Quantities received should be shown under receipts and quantities issued should be recorded similarly under issues for which 12 lines (one line for each month) have been provided. The monthly issues to be recorded in this book are the total quantities issued to branches as recorded on standard form No. Gen. 157e.

Months have been fixed by this office in which each officer's indent is due. In order to remind the officer of the due date one form will be sent to him a month before that date. On receipt of this form, the total of the issues should be taken and the balance struck off. This finishes the indenting Officer's work with the old form Gen. 158. After the book balance is thus struck the other columns, viz. (1) Quantity sanctioned in the model indent, (2) Quantity actually found in stock, and (3) Quantity required, should be filled in carefully. After this is done the quantity found in stock and included in the column (2) referred to above should be shown on the first line, in the new form to be maintained for the next year, against Balance (under Receipt) and this completed combined form should be forwarded to the office of the Superintendent, Government Printing and Stationery to serve as Indent for compliance. That office will then, if necessary, check the entries contained in it and proceed to issue the articles. The combined form will then be sent, with the articles, to the indenting Officer and should be returned to the Stationery Office after (1) checking the stock received with the quantities advised, (2) recording the actual quantities received in the Register under receipts and (3) signing the form in the proper place in token of having received the supply correctly.

	MONTH	PAPER					
		Badami, 6 lb. 13½″ × 8½″		Badami, 12 lb. 17″ × 13½″		Badami Quarto, 8½″ × 6¾″	
		1		2		3	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N. B. on Page 1)							
Value		Rs. a. p.					

N.B.—Articles encircled ○ are at present out of stock and will be supplied on

PAPER

Blotting ordinary		Blotting Superior		Boards straw, 25″ × 30″ = 1¼ lb.	Carbon Demy.		Carbon Foolscap Zanetie.		
4		5		6	7		8		
Reams.	Sheets.	Reams.	Sheets.	Nos.	Reams.	Sheets.	Reams.	Sheets.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

supplementary indent on receipt of fresh stock.

	MONTH	PAPER					
		Cream Wove Foolscap Folio 7 lbs. 13½″ × 8½″		Cream Wove Foolscap Broadside 14 lbs. 17″ × 13½″		Cream Wove Quarto 8½″ × 6¾″	
		9		10		11	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1)							
	Value	Rs. a. p.					

PAPER

Cream Laid Foolscap Folio 6 lbs. 8½″ × 13½″		Cream Laid Foolscap 12 lbs. 17″ × 13½″		Cream Laid Paper Quarto 8½″ × 6¾″		Kraft Double Demy 30 lbs. 22½″ × 35″		
12		13		14		15		
Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

	MONTH	PAPER					
		Brown Thick 50 lbs. 20″ × 30″		Letter D. O. Single Embossed 9″ × 7″		Marble Foolscap 13½″ × 17″	
		16		17		18	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1)							
	Value.	Rs. a. p.					

PAPER							Envelopes D. O.		
Note D. O. Single 7″ × 4½″ Embossed		Ruled Foolscap Broadside Horizontal (33 lines) 12 lbs.		Ruled Foolscap Broadside Vertical (18 lines) 12 lbs.		Tinted Assorted Colours.	Foolscap size	Note size	
19		20		21		22	23	24	
Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.	Sheets.	Nos.	Nos.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

	MONTH.	Books, Foolscap, Rule							
		Horizontal				Vertical			
		1 Qr.	2 Qrs.	3 Qrs.	4 Qrs.	1 Qr.	2 Qrs.	3 Qrs.	4 Qrs.
		25	26	27	28	29	30	31	32
		No.	No.	No.	No.	No.	No.	No.	No.
Receipt.									
1. Balance ..									
2. Receipt ..									
3. Receipt ..									
Total ..									
Issues.									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
	Total ..								
	Balance ..								
Quantity sanctioned in Model Indent.									
Quantity actually in stock ..									
Quantity required ..									
Quantity passed by Stationery Office.									
Reasons for curtailments (*vide* N.B. on Page 1.)									
	Value	Rs. a. p.							

Books, Quarto size	Books Note, Pocket size		Books, Note, short-hand	Bricks, Bath		Chalk				
	Leather bound	Paper bound				White Lump	Crayons white	Crayons coloured	Crayons coloured (gray hound pastels)	
33	34	35	36	37	38	39	40	41	42	
No.	No.	No.	No.	No.		Lbs.	Boxes.	Boxes.	Sticks.	
										1
										2
										3
										4
										5
										6
										7
										8
										9
										10
										11
										12

	MONTH.	Cloth					
		Binding	Drill for tents	Dungry		Gunny	Mulmul 48″
				Superior	Inferior		
		43	44	45	46	47	48
		Yards.	Yards.	Yards.	Yards.	Yards.	Yards.
Receipt.							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*vide* N.B. on Page 1.)							
	Value Rs. a. p.						

		Red Covers for files (Leather)				Office Paste in Different Sizes			
Tracing 36″		Small 14″ × 9″	Medium 18″ × 14″	Large 26″ × 20″	Dusters 30″ × 30″	5 ozs.	16 ozs.	20 ozs.	
49		50	51	52	53	54	54A	54B	
Rolls.	Yards.	No.	No.	No.	No.	No.	No.	No.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

	MONTH.	Glue	Gum Arabic	Gum and Rubber Stamp Brushes	Ink		
					Concentrated blue-black Superior	Indelible	Powder blue-black
		55	56	57	58	59	60
		Lbs.	Lbs.	No.	Bottles.	Bottles.	Packets.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1.)							
Value	Rs. a. p.						

Red (Fuchsine)		Superior blue-black 28 oz.	Blue-black 4 oz. for use with Fountain Pens	Laces for files	Leather pieces for binding	Needles		
						Small 2½″	Large (Dabhans) 3½″	
61		62	63	64	65	66	67	
Lbs.	Oz.	Bottles.	Bottles.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

Nibs,

	MONTH.	Fireman 68		Latem 69		Haldanker 70	
		Doz.	No.	Doz.	No.	Doz.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1.)							
	Value Rs. a. p.						

Steel, Pens								
Hindu or Nawab 71		72		J. Gilt 73		O·27 Broad Point 74		
Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

Nibs,

	MONTH.	75		Rani 76		Irresistible No. 1405 77	
		Doz.	No.	Doz.	No.	Doz.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues:							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (*Vide* N.B. on Page 1)							
	Value Rs. a. p.						

Steel, Pens								
Waverly		Correspondence						
		No. 9		No. 10		No. 11		
78		79		80		81		
Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

MONTH	Paper clips, gem	Paper fasteners, brass	Pencils			
			Black Lead			
			Soft	Middling	Hard	Blue
	82	83	84	85	86	87
	Boxes.	Boxes.	No.	No.	No.	No.
Receipt.						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
Issues.						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total ..						
Balance ..						
Quantity sanctioned in Model Indent..						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
Reasons for curtailments .. (*Vide* N. B. on Page 1)						
Value rs. a. p.						

Coloured			Shorthand	Slate	Penholders		Pens reed 7″ long	
Copying	Green	Red			Ordinary	Superior		
88	89	90	91	92	93	94	95	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

—	MONTH.	Pins, common, assorted					
		¾″ 96		1″ 97		1¼″ 98	
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Lbs.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

Pins, Drawing							
Brass, Large ¾″	Brass, Smal l ½″	Polish brass, tins	Reels, thread	Sand papers 12″ × 10″	Seals, perfect	Silk cord bundles	
99	100	101	102	103	104	105	
No.	No.	No.	No.	Sheets.	Boxes.	No.	
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12

	MONTH.	Tags (cotton) in bundles of 100 Nos.		Tape		Thread for sewing
		4″	8″	White, 7 yards	Red, 7 yards	
		106	107	108	109	110
		Bundles.	Bundles.	No.	No.	Gundies.
Receipt.						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
Issues.						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
	Total ..					
	Balance ..					
Quantity sanctioned in Model Indent.						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
Reasons for curtailments .. (*Vide* N. B. on Page 1)						
	Value	Rs. a. p.				

Twine				Wax, Sealing					
Thin Balls (cotton)	Thick (cotton)	Jute, inferior	Wax cloth, pieces	Red		Black		Taper sticks	
111	112	113	114	115		116		117	
Balls.	Balls.	Lbs.	No.	Lbs.	Ozs.	Lbs.	Ozs.	No.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

	MONTH	Typewriter						
		Mulmul pieces 18″ × 18″	Erasers	Oil bottles	Paper, Carbon, Foolscap, Black		Typewriter 4 lbs.	
		118	119	120	121		122	
		No.	No.	No.	Reams.	Sheets.	Reams.	Sheets.
Receipt.								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Total ..								
Issues.								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
	Total ..							
	Balance ..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (*Vide* N. B. on Page 1)								
	Value	Rs. a. p.						

accessories.

paper				Ribbons				
				Remington			Royal No. 10 Standard	
3 lbs. 123		2 lbs. 124		No. 10, 11, 12 and 16 125	Portable 126	Noiseless 126-A	127	
Reams.	Sheets.	Reams.	Sheets.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

	MONTH	Typewriter Ribbons					
		Royal Portable 128	British Imperial Standard 129	British Imperial Portable (Regent) 130	Oliver 9, 10, 11 131	British Empire 132	British Barlock 133
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery office							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

accessories—*contd.*							Thumb Impression articles		
contd.									
	Underwood								
Corona 3 and 4	No. 3, 4 & Standard	Portable	Wood-stock	A. E. G.	Bijon Portable	Ideal Standard	Ink, black, in 1 oz. tubes	Ink bottles, black, 1 oz.	
134	135	135-A	136	137	137-A	137-B	138	139	
No.	No.	No.	No.	No.	No.	No.	No.	No.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

	MONTH.	Duplicator						
		Developine bottles	Ink for		Oblitérine bottles		Paper, Roneo, Impression, 6 lbs.	
			Rotary Duplicator	Flat Ellams Duplicator				
		140	141	142	143		144	
		No.	No.	No.	No.	No.	Reams.	Sheets.
Receipt.								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Total ..								
Issues.								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
	Total ..							
	Balance ..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (*Vide* N.B. on Page 1.)								
	Value	Rs. a. p.						

accessories

Stencil paper, hand					Stencil Paper, Type			
145	146	147	Flat Duplicator and Flat cyclostyle wax 148	Red seal Duplicator 149	150	For Roneo T. fitting waxless 151	For Roneo Simplex with 5 cuts waxless 152	
			Quires.	Quires.		Quires.	Quires.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

—	MONTH.	Duplicator accessories—*contd.*						
		Stencil Paper, Type				Silk Sheets Foolscap	Tissue books	Varnish bottles
		153	For R. R. R. 4 or 7 cuts 154	For Flat Duplicator 155	For Red seal 156	157	158	159
			Quires.	Quires.	Quires.	No.	No.	No.
Receipt.								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Issues.								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
	Total ..							
	Balance ..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (*Vide* N. B. on Page 1.)								
	Value	Rs. a. p.						

Copying machine accessories			Cyclostyle accessories		D. Gestetner machine accessoriess				
Ink Fascimile	Paper, absorbent, brown 71 lbs.		Paper, Printing, Foolscap Folio 6 lbs.		Correcting fluid bottles	Duroline bottles	Ink tubes, large	Paper, Stencil, Multi-holes Indestrucitible	
160	161		162		163	164	165	166	
No.	Reams.	Sheets.	Reams.	Sheets.	No.	No.	No.	Quires.	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12

—	MONTH	167	168	169	170	171	Ink bottles Violet 1 oz. each 172
							No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value	Rs. a. p.					

*(1) Re : item 171 Brushes required for spreading ink on Pad should be included under item No. 57.

Rubber Stamp accessories*								
Pads			Dater perpetual					
Large 6″ × 3½″	Medium 4½″ × 2½″							
173	174	175	176	177	178	179	180	
No.	No.		No.					
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

(2) Re : item 175 Small Pad required for Thumb Impression should be included under item No. 208.

—	MONTH	Bags Canvas			Baskets		Bells, call
		Small 16″ × 7½″	Large 16″ × 12″	Water-proof 17″ × 12″	Cane, paper 15″ × 10″ × 3″	Waste paper (Cane)	
		181	182	183	184	185	186
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
8							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value	Rs. a. p.					

Blotters, hand, wooden	Typewriter Brushes			Clips, spring (Bull Dog)	Cloth, oil 50″/52″ wide	Erasers, ink and pencil	Glasses for water	
	Hard	Soft						
187	188	189	190	191	192	193	194	
No.	No.	No.		No.	Yards.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

—	MONTH	Hones for sharpening penknives	Ink glasses for red ink	Ink-stands Round Pewter	Ink-stands, China, brown, (with corks)	Ink wells, white, for, round Pewter Ink-stands
		195	196	197	198	199
		No.	No.	No.	No.	No.
Receipt.						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
Issues.						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
	Total ..					
	Balance ..					
Quantity sanctioned in Model Indent.						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
(*Vide* N. B. on Page 1)						
Value ..		Rs. a. p.				

Locks Pad, Brass, for Treasury				Locks, Pad, ordinary, iron, galvanized			Oil cans for Type-writer	
3½″	3″	2½″	2″	2½″	2″	1½″		
200	201	202	203	204	205	206	207	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

	MONTH	Pads for taking Thumb impressions and Rubber Stamp $3\frac{1}{4}'' \times 2\frac{3}{4}''$	Paper weights, glass	Pen-knives, Desk	Pen, racks	Pens stylus for Flat Duplicators	Pens, stylus for Rotary Duplicators
		208	209	210	211	212	213
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
Value ..		Rs. a. p.					

Pens, wheel, for Flat Duplicators	Pin cushions		Pokers	Portfolios Foolscap	Punches for cancelling Stamps	Rollers rubber 3″ for Thumb impression	Rollers rubber 8″ F'cap size for use with Flat Duplicators.	
	For clerks	For officers						
214	215	216	217	218	219	220	221	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

——	MONTH	Rulers			Weights for Scales		
		Round long, 24″	Round short, 18″	Flat, short, 18″	Scales, letter, without weights	Sets in Tolas	Sets in ozs.
		222	223	224	225	225A	225B
		No.	No.	No.	No.	No.	No.
Receipt.							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

Office Scissors	Slates school (assorted sizes)	Tiles China glazed 6″ × 6″ for Thumb impression	Zinc plates 14″ × 9″ for writing with pencil carbon	Kamblies for Peons	Umbrel las			
226	227	228	229	230	231	232	233	
No.	No.	No.	No.	No.	No.	No.	No.	
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12

	MONTH	234	235	236	237	238	239
		No.	No.	No.			
Receipt							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
Issues.							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Total ..						
	Balance ..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (*Vide* N. B. on Page 1)							
	Value Rs. a. p.						

240

1
2
3
4
5
6
7
8
9
10
11
12

FOR USE OF THE STATIONERY OFFICE

Particulars of packages and packing.

		No.	Packed by
Contract boxes	No. 1—31″ × 21″ × 12″	..	
Do.	No. 2—24″ × 15″ × 12″	..	
Do.	No. 3—18″ × 14″ × 11″	..	
Do.	No. 4—15″ × 9½″ × 8½″	..	
Boxes of other sizes		.. ..	
Entire Bales from Mills		..	
Bales made up in the Stores		.. ..	
Post parcels ..		.. ..	
Total number of packages despatched		..	

Entered in D/L No. By Checked by

Passenger / Goods / Steamer } Receipt posted on

Chargeable indents.

Freight paid. Rs. a. p. *Postage paid.* Rs. a. p.

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STATIONERY ARTICLES SUPPLIED TO THEM.

Instructions to the Indenting Officer.

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter which should accompany this indent so as to bring them prominently to the notice of the Stationery Office.....

3. Complaints of a trivil nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.

(*b*) Articles received in excess against items Nos.

(*c*) Articles received damaged against items Nos. (the nature of damage must be stated)....

(*d*) Complaints of any other nature ..

Certificate of Receipt by the Receiving Officer.

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in this advice note (Receipt).

2. All the packages as detailed above were corretly received and the content examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 15th March 1928, have been carefully attended to.

Station } Signature

No. Date } Designation

For articles due supplementary indent prepared on.....

S. O. Registered No. Debitable to (Budget Head)

SUPPLEMENTARY INDENT AND ADVICE NOTE (RECEIPT) FORM

Indent on the Superintendent, Government Printing and Stationery, Bombay, for Stationery required for the office of the

The necessity of the articles asked for has been explained in my letter No. dated

	No. of 194 –194 .
Instructions by the Indenting Officer for Packing and Despatch of the Supply	
To be booked to	Dated 194 .
at Station District	CERTIFIED that I have personally examined and checked the balances in hand and that the quantities now asked for are essential for use until the next annual indent becomes due.
c/o	
By Seaport to	
By Rail to	Signature
By Post to	Designation
	ISSUE.
	for Superintendent, Government Printing and Stationery Bombay

FOR USE OF THE STATIONERY OFFICE

Entered in D/L No. by

Passenger / Goods / Steamer } Receipts posted on

Chargeable indents

Freight paid			*Postage paid*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing.

	No.	Packed by
Contract boxes No. 1— 31 × 21 × 12		
Contract boxes No. 2— 24 × 15 × 12		
Contract boxes No. 3— 18 × 14 × 11		
Contract boxes No. 4— 15 × 9½ × 8½		
Boxes of other sizes ..		
Entire Bales from Mills ..		
Bales made up in the Stores		
Post parcels		
Total number of packages despatched.		

Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.

(*b*) Articles received in excess against items Nos.

(*c*) Articles received damaged against items Nos. (the nature of damage must be stated).

(*d*) Complaints of any other nature.

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in column 3 of this indent and receipt form.

2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station } Signature

Date } Designation

S. O. REGISTERED No.————— Debitable to (Budget Head) —————

FORM OF ANNUAL INDENT AND ADVICE NOTE (RECEIPT) for Stationery required for the use in the office of the——— for the year 19 –19

The last supply was asked for in this office Indent No. dated 194 , and was received, *vide* ADVICE NOTE No.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to

   at Station District

   c/o

2. By Seaport to

   By Rail—Station to

   By Post to

N.B.—For use by the Stationery Office, *vide* Column 5 within—

(*a*) The demand is in excess of the prescribed sale.

(*b*) The demand is above the quantity sanctioned in the model indent.

(*c*) The demand appears to be high though within the quantity sanctioned in the model indent.

(*d*) Articles lasting for a number of years are supplied according to the fixed percentage.

(*e*) The article is not stocked at the Stationery office.

(*f*) The purpose for which the article is required has not been stated.

(*g*) A sample may be furnished to guide the supply.

(*o*) Your office is not entitled to use this article and hence it is not supplied.

Numerical strength of the office establishment using the Stationery

	No.
Head of the Department	———
Principal Assistants	———
Clerks, English Department	———
Clerks, Vernacular Department	———
Other staff using Stationery	———
	———
Total number of hands ..	

No. of 194 –194 . Dated 194 .

CERTIFIED that I have personally examined and checked the balance in hand and that the quantities now asked for are essential for use until the next annual indent of this office becomes due.

Signature

Designation

Countersigned ISSUE

for Superintendent,
Government Printing and Stationery,
Bombay.

Item No.	Names of articles	Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3		4		5
		Rms.	Shts.	Rms.	Shts.	
1	Paper, Badami, F'Cap Folio, 6 lbs.					
3	Do. Quarto ..					
4	Paper, Blotting, Ordinary ..					
7	Paper, Carbon, Demy (for use with pencil).					
12	Paper, Cream Laid, F'Cap Folio, 6 lbs.					
14	Do. Quarto ..					
15	Paper, Kraft, D'ble Demy, 30 lbs. ..					
16	Paper, Brown, thick, 50 lbs. ..					
20	Paper, Ruled, Broad Side, Horizontal.					
21	Do. do. Vertical.					
25	Books, F'Cap, Ruled Horizontal, 1 quire.	No.		No.		
26	Do. do. 2 quires.					
29	Do. Vertical, 1 quire ..					
30	Do. do. 2 quires ..					
33	Books, Quarto size, 48 leaves, ruled ..					
35	Books, Note, Pocket size, Paper, bound, ruled.					
40	Crayons, white, in Boxes of 1 Gross Sticks. (For Weights and Measures Department only).					

Item No.	Names of articles	Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3		4		5
		Yards.		Yards.		
45	Cloth, Dungry, superior, 36″ wide ..					
47	Do. Gunny, 40″ wide ...					
48	Do. Mulmul 45″/48″ (For Weights and Measures Department only).					
53	Dusters, 30″ × 30″	No.		No.		
56	Gum, Arabic	lbs.		lbs.		
57	Brushes (For Gum and Rubber Stamp ink).	No.		No.		
60	Ink Powders, Blue Black, Packets ..	Ozs.		Ozs.		
61	Do. Red, Fuchsine ...	No.		No.		
64	Laces for Files, 33″ long ..					
66	Needles, small, 2½″					
67	Do. large, 3½″(Dabhans) ..	Doz.	No.	Doz.	No.	
76	Nibs, Steel, Rani					
77	Do. Velvet					
78	Do. Waverly					
79	Do. No. 9 (correspondence)	No.		No.		
85	Pencils, Black lead, Middling ..					
87	Pencils, Coloured, Blue					
88	Do. Copying ...					
89	Do. Green. (For Auditors only).					

Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3	4	5
		No.	No.	
90	Pencils, Coloured, Red			
93	Penholders, ordinary			
		Lbs. ozs.	Lbs. ozs.	
97	Pins, Common, 1″ size ..			
		No.	No.	
101	Polish, Brass, in 1 oz. tins. (For Weights and Measures Department only).			
106	Tags, 4″ Bundles, (100 Nos. in a bundle).			
		No.	No.	
108	Tape, White, Bundles ..			
110	Thread for sewing, Gundies ..			
111	Twine Balls, Thin, Cotton, 1½ oz. each.			
112	Twine, Thick, Cotton, in 1 lb. balls.			
		lbs. ozs.	lbs. ozs.	
113	Twine, Jute, inferior			
115	Wax, Sealing, Red (16 sticks to a lb.)			
		No.	No.	
118	Mulmul Pieces, 18″ × 18″ (For Auditors only).			
119	Erasers for T/w (For Auditors only)			
120	Oil Bottles (do.) ..			
		Rms. Shts.	Rms. Shts.	
121	Paper, Carbon, F'Cap, Black. (For Auditors only).			
123	Paper, Typewriter, 3 lbs. (For Auditors only).			

Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N. B. on page 1
1	2	3	4	5
		No.	No.	
125	Ribbons, Remington Standard. (For Auditors only).			
126	Ribbons, Remington Portable. (For Auditors only).			
135	Ribbons, Underwood Standard. (For Auditors only).			
135A	Ribbons, Underwood. Portable. (For Auditors only).			
..	Ribbons			
138	Ink Tubes, Black, 1 oz. for Thumb Impression. (For Police Department only).			
172	Ink-bottles, Violet, 1 oz. for Rubber Stamps.			
174	Pads, medium, 4½″ × 2½″ for Rubber Stamps.			
182	Bags, Canvas, large, 16″ × 12″ ..			
183	Bags, Waterproof, 17″ × 12″. (For Police Department only).			
184	Baskets, Cane, Paper, 15″ × 10″ × 3″.			
188	Brushes, Hard, for Typewriters. (For Auditors only).			
189	Brushes, Soft, for Typewriters. (For Auditors only).			
		Yards.	Yards.	
192	Cloth, oil, 50″/52″. (For covering records).			

		No.	No.						
193	Erasers, Ink and Pencil				210	Penknives, Desk			
194	Glasses for water				215	Pin Cushions, ordinary			
197	Inkstands, Round Pewter ..				217	Pokers (Bodkins)			
198	Do. China, brown ..				220	Rollers, Rubber, 3″ for Thumb Impression. (For Police Department only).			
205	Locks, Pad, ordinary, Galvanized, 2″								
206	Do. do. 1½″				223	Rulers, Round, short, 18″ ..			
207	Oil Cans for Typewriter. (For Auditors only).				226	Scissors, 6½″			
208	Pads, for Rubber Stamp and Thumb Impression 3¼″ × 2¾″				228	Tiles, China, glazed, 6″ × 6″ (For Police Department only).			
209	Paper Weights, Glass								

N.B.—I. Columns 4 and 5 will be filled in when any alterations are made in the quantity asked for in column 3.
II. Articles encircled are at present out of stock and will be sent later, on receipt of fresh stock.
III. Articles at items Nos. 118 to 135A, 188, 189 and 207 cannot be supplied unless they are recommended by the Registrar, C. S., B. P., Poona, as per G.R., R.D., No. 9647/28, dated 8th December 1932.

FOR USE OF THE STATIONERY OFFICE

Entered in D/L No.————By————Checked by——

Passenger / Goods / Steamer } Receipt posted on————

Chargeable indents

Freight paid			*Postage paid*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing

		No.	Packed by
Contract boxes	No. 1—31″ × 21″ × 12″	..	..
Do.	No. 2—24″ × 15″ × 12″	..	..
Do.	No. 3—18″ × 14″ × 11″	..	..
Do.	No. 4—15″ × 9½″ × 8½″	..	..
Boxes of other sizes		..	..
Entire Bales from Mills		..	..
Bales made up in the Stores		..	..
Post parcels		..	..
Total number of packages despatched		..	..

Instructions to the Indenting Officer

1. This Advice Note (Receit) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads:—

(*a*) Articles received short against item Nos.————

(*b*) Articles received in excess against items Nos.————

(*c*) Articles received damaged against item Nos.————
(The nature of damage must be stated).

(*d*) Complaints of any other nature————

Certificate of Receipt by the Receiving Officer

No. **of 194**

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in columns 3 and 4 of this indent and receipt form.

2. All the packages as detaled above were correctly received and the contents examied in my presence.

Station————
Date————

Signature————
Designation————

S. O. REGISTERED No.————Debitable to (Budget Head)————,

Form of Annual Indent and Advice Note (Receipt) for Drawing Materials required for use in the Office of the————for the year 194 –194 .

The last supply was asked for in this office Indent No.————dated————
and was received vide Advice Note No.————

Instructions by the Indenting Officer for packing and despatch of the supply.

To be booked to ————

at Station————District————

c/o ————

By Rail—Station to————

By Sea—Port to————

By Post to————

No. of 194

CERTIFIED that I have personally examined and checked the balances in column 5 and that the quantities now asked for are essential.

Date———— (Signature)————

(Designation)————

ISSUE

ombay, *for* Supdt., Govt. Printing & Stationery.

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Blocks and Books, Drawing					
1	Blocks, Sketch, 12½″ × 9½″ ..	Nos.				
2	Do. 12″ × 9″ ..	Do.				
3	Blocks of sand paper, small, 1¼″ × 4½″	Do.				
4	..					
5	Books, Field clasp, ruled, 9″ × 6″ ..	Do.				
6	Do. do. 8½″ × 5½″ ..	Do.				
7	Do. do 7½″ × 5½″ ..	Do.				
8	Books, Levelling, 5″ × 7″ ..	Do.				
9	Books, Note, pocket, with elastic bands, 6″ × 4″.	Do.				
10	Books, Sketch, 12½″ × 9½″ ..	Do.				
11	Do. 12″ × 9″ ..	Do.				
12	Do. 9″ × 6½″ ..	Do.				
13	Books, Surveying, 7″ × 4″ ..					
14	..					
15	..					
16	..					
	Papers, Drawing					
17	Antiquarian, 53″ × 31″, 240 lbs. ..	Sheets				
18	Do. continuous, in rolls ..	Rolls				
19	Atlas, 36″ × 24″, 100 lbs. ..	Sheets				
20	Carbonic, 17½″ × 22½″ ..	Do.				
21	Cartidge, white, 26″ × 21″, 40 lbs. ..	Reams				
22	Do. 30″ × 22″, 60 lbs. ..	Do.				
23	Cartridge, white, 30″ × 22″, 72 lbs. ..	Do.				
24	Cartridge, continuous, unmounted, 54″ × 6 yards.	Rolls				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer.
1	2	3	4	5	6	7
	Papers, Drawing—contd.					
25	Cartridge, continuous, unmounted, 54″ × 15 yards.	Rolls.				
26	Cartridge, continuous, unmounted, 54″ × 25 yards.	Do.				
27	..					
28	..					
29	Cartridge, continuous, mounted, 72″ × 6 yards.	Do.				
30	Cartridge, continuous, mounted, 54″ × 6 yards.	Do.				
31	Cartridge, continuous, mounted, 54″ × 15 yards.	Do.				
32	Cartridge, continuous, mounted, 54″ × 25 yards.	Do.				
33	..					
34	..					
35	..					
36	Demy, 20″× 15½″, 25 lbs. ..	Sheets				
37	Double Elephant, 40″ × 26¾″, 133 lbs., medium surface.	Do.				
38	Double Elephant, 40″ × 26¾″, 133 lbs., rough surface.	Do.				
39	Double Elephnant, 40″ × 26¾″, 133 lbs., smooth surface.	Do.				
40	Emery (sand) Paper, 12″ × 10″, assorted.	Do.				
41	Emperor, 72″ × 48″ ..	Do.				
42	Foolscap, blue plain, 17″ × 13½″, 14 lbs.	Reams				
43	Foolscap double, blue, 27″ × 17″, 28 lbs.	Do.				
44	Foolscap, blue ruled, horizontal, 53 lines.	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer.
1	2	3	4	5	6	7
	Papers, Drawing—contd.					
45	Imperial, 30½″ × 22½″, 72 lbs., medium surface.	Sheets				
46	Imperial, 30½″ × 22½″, 72 lbs., rough surface.	Do.				
47	Imperial, 30½″ × 22½″, 72 lbs., smooth surface.	Do.				
48	Lead, 17½″ × 22½″ ..	Do.				
49	Medium, 17½″ × 22½″, 34 lbs. ..	Do.				
50	Oil (Protecting or Backing sheets), 14″ × 9″.	Do.				
51	..					
52	Ozalid, thick, Ferro Prussiate, blue print (M 40/110 grs.).	Rolls				
53	Ozarid, thick, Ferro Gallic (S. S. 40/110 grs.).	Do.				
54	Parchment, 30″ × 22″ ..	Sheets				
55	Royal, smooth, 24″ × 19½, 44 lbs. ..	Do.				
56	Sectional ruled, ¼″ Bank Post Double Elephant, 40″ × 26¾″.	Do.				
57	Do. ⅛″, 22½″ × 17½″ ..	Do.				
58	Do. 1/10″, 22½″ × 17½″ ..	Do.				
59	Do. 1/12″, 22½″ × 17½″ ..	Do.				
60	Do. 1/16″, 22½″ × 17½″ ..	Do.				
61	Do. 1/20″, 22½″ × 17½″ ..	Do.				
62	Do. ⅛″ unmounted ..	Rolls				
63	Do. 1/10″ do. ..	Do.				
64	Sectional ruled, mounted, ⅛″, 22½″ × 17½″.	Sheets.				
65	Sectional ruled, mounted, 1/10″, 22½″ × 17½″.	Do.				
66	Sectional ruled, mounted, 1/12″, 22½″ × 17½″.	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Papers, Drawing—contd.					
67	Sectional ruled, mounted, $\frac{1}{16}''$, $22\frac{1}{2}'' \times 17\frac{1}{2}''$.	Sheets				
68	Sectional ruled, mounted, $\frac{1}{20}''$, $22\frac{1}{2}'', \times 17\frac{1}{2}''$.	Do.				
69	Sectional ruled, mounted, $\frac{1}{8}''$ ..	Rolls				
70	Do. do. $\frac{1}{10}''$ ..	Do.				
71	Do. $\frac{1}{100}$ of a foot, unmounted (in rolls of 50 yds. each).	Do.				
72	Sensitized Ferro Prussiate, white lines on blue ground, 40″ × 10 yds.	Do.				
73	..					
74	Do. mounted on cloth or linen.	Do.				
75	..					
76	Sensitized Ferro Gallic, black lines on white ground, 40″ × 70 yds.	Do.				
77	Do. mounted on cloth or linen.	Do.				
78	..					
79	Single Elephant, 28″ × 23″, 72 lbs., smooth surface.	Do.				
80	Tissue, white, Double Crown ..	Do.				
81	Tracing, white, thick, continuous, 40″ × 20 yds.	Do.				
81A	Do. do. thin, continuous, 40″ × 20 yds.	Do.				
82	Do. green, thick, continuous, 40″ × 20 yds.	Do.				
83	Do. yellow thick, continuous, 40″ × 20 yds.	Do.				
84	Tracing, Section, $\frac{1}{8}''$ ..	Sheets				
85	Do. do. $\frac{1}{16}''$ ..	Do.				
86	Do. do. $\frac{1}{12}''$ ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Papers, Drawing—concld.					
87	Tracing, Sectional " ..	Sheets				
88	Do. do. $\frac{1}{20}$" ..	Do.				
89	Do. Transparent, 30" × 20" ..	Do.				
90	Do. do. 30" × 20" ..	Rolls (Quires).				
91	Wrapping, Brown, 58 lbs., 22½" × 29".	Reams				
92	..					
93	..					
94	..					
95	..					
	Cloth, Tracing					
96	Continuous, 18" × 24 yards ..	Rolls				
97	Do. 24" × 24 yards ..	Do.				
98	Do. 30" × 24 yards ..	Do.				
99	Do. 36" × 24 yards ..	Do.				
100	Do. 38" × 24 yards ..	Do.				
101	Do. 42" × 24 yards ..	Do.				
102	Do. 48" × 24 yards ..	Do.				
103	Do. 54" × 24 yards ..	Do.				
104	Sectional, 24" × 10 yards, ⅛", ruled ..	Do.				
105	Do. 24" × 10 yards, $\frac{1}{10}$" ,, ..	Do.				
106	Do. 24" × 10 yards, $\frac{1}{12}$" ,, ..	Do.				
107	Do. 24 × 10 yards, $\frac{1}{10}$" ,, ..	Do.				
108	Do. 24" × 10 yards $\frac{1}{20}$" ,, ..	Do.				
109	..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes.					
110	Antwerp Blue .. C. .. P. .. H. P. .. T. ..	Nos.				
111	Brick Red .. C. .. P. .. H.P. .. T. ..					
112	Brown Madder .. C. .. P. .. H. P. .. T. ..					
113	Brown Pink .. C. .. P. .. H. P. .. T. ..					
114	Brown Turner .. C. .. P. .. H. P. .. T. ..					
115	Burnt Sienna .. C. .. P. .. H.P. .. T. ..					
116	Cadmium Middle .. C. .. P. .. H. P. .. T. ..					
117	Carmine .. C. .. P. .. H. P. .. T. ..					
118	Chinese White .. C. .. P. .. H. P. .. T. ..					
119	Chrome Orange .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
120	Cobalt Blue .. C. .. P. .. H. P. .. T. ..	Nos.				
121	Cobalt Green .. C. .. P. .. H. P. .. T. ..					
122	Crimson Lake .. C. .. P. .. H. P. .. T. ..					
123	Cylurian Blue .. C. .. P. .. H. P. .. T. ..					
124	Deep Chrome .. C. .. P. .. H. P. .. T. ..					
125	Emerald Green .. C. .. P. .. H. P. .. T. ..					
126	Flake White .. C. .. P. .. H. P. .. T. ..					
127	French Blue .. C. .. P. .. H. P. .. T. ..					
128	Gamboge (yellow) .. C. .. P. .. H. P. .. T. ..					
129	Hooker's Green No. 1 .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
130	Hooker's Green No. 2 .. C. .. P. .. H. P. .. T. ..	Nos.				
131	Indian Red .. C. .. P. .. H. P. .. T. ..					
132	Indian Yellow .. C. .. P. .. H. P. .. T. ..					
133	Indigo .. C. .. P. .. H. P. .. T. ..					
134	Italian Pink .. C. .. P. .. H. P. .. T. ..					
135	Ivory Black .. C. .. P. .. H. P. .. T. ..					
136	King's Yellow .. C. .. P. .. H. P. .. T. ..					
137	Lamp Black .. C. .. P. .. H. P. .. T. ..					
138	Light Red .. C. .. P. .. H. P. .. T. ..					
139	Naple's Yellow .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
140	New Blue .. { C. .. P. .. H. P. .. T. ..					
141	Neutral Tint .. { C. .. P. .. H. P. .. T. ..					
142	Olive Green .. { C. .. P. .. H. P. .. T. ..					
143	Orange .. { C. .. P. .. H. P. .. T. ..					
144	Orange pure .. { C. .. P. .. H. P. .. T. ..					
145	Orange Vermillion .. { C. .. P. .. H. P. .. T. ..					
146	Pale Chrome .. { C. .. P. .. H. P. .. T. ..					
147	Pale Lemon Yellow .. { C. .. P. .. H. P. .. T. ..					
148	Payne's Grey .. { C. .. P. .. H. P. .. T. ..					
149	Peach Black .. { C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
150	Permanent White .. C. .. P. .. H. P. .. T. ..					
151	Plumbago (Newman's Cakes). C. .. P. .. H. P. .. T. ..					
152	Prussian Blue .. C. .. P. .. H. P. .. T. ..					
153	Prussian Green .. C. .. P. .. H. P. .. T. ..					
154	Pure Scarlet .. C. .. P. .. H. P. .. T. ..					
155	Purple .. C. .. P. .. H. P. .. T. ..					
156	Purple Lake .. C .. P. .. H. P. .. T. ..					
157	Purple Madder .. C. .. P. .. H. P. .. T. ..					
158	Queen's Green .. C. .. P. .. H. P. .. T. ..					
159	Raw Sienna .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
160	Red Lead .. C. .. P. .. H. P. .. T. ..					
161	Roman Ochre .. C. .. P. .. H. P. .. T. ..					
162	Rose Madder .. C. .. P. .. H. P. .. T. ..					
163	Royal Scarlet .. C. .. P. .. H. P. .. T. ..					
164	Sap Green .. C. .. P. .. H. P. .. T. ..					
165	Scarlet Lake .. C. .. P. .. H. P. .. T. ..					
166	Sepia .. C. .. P. .. H. P. .. T. ..					
167	Umber Burnt .. C. .. P. .. H. P. .. T. ..					
168	Umber Raw .. C. .. P. .. H. P. .. T. ..					
169	Ultramarine .. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
170	Vandyke Brown .. C. .. P. .. H. P. .. T. ..					
171	Venetian Red .. C. .. P. .. H. P. .. T. ..					
172	Veredian .. C. .. P. .. H. P. .. T. ..					
173	Vermillion (middle) Red. C. .. P. .. H. P. .. T. ..					
174	Violet .. C. .. P. .. H. P. .. T. ..					
175	Yellow Chrome .. C. .. P. .. H. P. .. T. ..					
176	Yellow Lake .. C. .. P. .. H. P. .. T. ..					
177	Yellow Lemon .. C. .. P. .. H. P. .. T. ..					
178	Yellow Ochre .. C. .. P. .. H. P. .. T. ..					
179	.. C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—concld.					
180	C. P. H. P. T.	Nos.				
181	C. P. H. P. T.					
182	C. P. H. P. T.					
183	C. P. H. P. T.					
	Brushes, Drawing, for Water Colours.					
184	Sable Hair, No. 0	Nos.				
185	Do. No. 1	Do.				
186	Do. No. 2	Do.				
187	Do. No. 3	Do.				
188	Do. No. 4	Do.				
189	Do. No. 5	Do.				
190	Do. No. 6	Do.				
191	Do. No. 7	Do.				
192	Do. No. 8	Do.				
193	Do. No. 9	Do.				
194	Do. No. 10	Do.				
195	Do. No. 11	Do.				
196	Do. No. 12	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Brushes, Drawing, for Water Colours—contd.					
197	Sable Hair, flat, 4½″ ..	Nos.				
198	Do. do. 3″ ..	Do.				
199	Do. do. ½″ ..	Do.				
200	Do. flat, with long handle ..	Do.				
201	Do. Goose Red, No. 2 ..	Do.				
202	Do. Crow ..	Do.				
203	Do. large, Goose ..	Do.				
204	Do. large, Swan ..	Do.				
205	Do. middle, Swan ..	Do.				
206	Do. small, Swan ..	Do.				
207	Do. Duck ..	Do.				
208	Camel Hair, round, No. 0 ..	Do.				
209	Do. do. No. 1 ..	Do.				
210	Do. do. No. 2 ..	Do.				
211	Do. do. No. 3 ..	Do.				
212	Do. do. No. 4 ..	Do.				
213	Do. do. No. 5 ..	Do.				
214	Do. do. No. 6 ..	Do.				
215	Do. do. No. 7 ..	Do.				
216	Do. do. No. 8 ..	Do.				
217	Do. do. No. 9 ..	Do.				
218	Do. do. No. 10 ..	Do.				
219	Do. do. No. 11 ..	Do.				
220	Do. do. No. 12 ..	Do.				
221	Do. do. No. 20 ..	Do.				
222	Do. flat, 1″ ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Brushes, Drawing, for Water Colours—concld.					
223	Camel Hair, round, ¾″ ..	Nos.				
224	Do. do. ½″ ..	Do.				
225	Do. Crow ..	Do.				
226	Do. Duck, small ..	Do.				
227	Do. Goose, large ..	Do.				
228	Do. Swan, large ..	Do.				
229	Do. Softeners ..	Do.				
230	Hog's Hair, flat, 3″, for varnishing ..	Do.				
231	Do. do. for oil colours ..	Do.				
232	..					
233	..					
234	..					
235	..					
236	Wash (sky) brushes ..	Do.				
237	Stencil plate brushes, large ..	Do.				
238	Do. do. medium ..	Do.				
239	Do. do. small ..	Do.				
	Pencils, Drawing.					
240	Pencils, Artists', with holders, B ..	Nos.				
241	Do. do. BB ..	Do.				
242	Do. do. H ..	Do.				
243	Do. do. HB ..	Do.				
244	Do. do. 27B ..	Do.				
245	Pencils, Drawing, black lead, B ..	Do.				
246	Do. do. BB ..	Do.				
247	Do. do. BBB ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Pencils, Drawing—contd.					
248	Pencils, Drawing, black lead, BBBB ..	Nos.				
249	Do. do. BBBBBB.	Do.				
250	Do. do. F ..	Do.				
251	Do. do. FF ..	Do.				
252	Do. do. H ..	Do.				
253	Do. do. HH ..	Do.				
254	Do. do. HHH ..	Do.				
255	Do. do. HHHH ..	Do.				
256	Do. do. HHHHHH	Do.				
257	Do. do. HB ..	Do.				
258	Do. for Bow compasses, 6″ ..	Do.				
259	Pencil-leads, Diana, small, 1″, for Bow compasses ..	Do.				
260	Pencil-leads (Refills) for Artists' pencils, 6″, B ..	Do.				
261	Pencil-leads (Refills) for Artists' pencils, 6″, BB ..	Do.				
262	Pencil-leads (Refills) for Artists' pencils, 6″, BBB ..	Do.				
263	Pencil-leads (Refills) for Artists' pencils, 6″, H ..	Do.				
264	Pencil-leads (Refills) for Artists' pencils, 6″, HH ..	Do.				
265	Pencil-leads (Refills) for Artists' pencils, 6″, HHH ..	Do.				
266	Pencil-leads (Refills) for Artists' pencils, 6″, HB ..	Do.				
267	..					
268	..					
269	Pencils, Drawing, coloured, Brown ..	Do.				
270	Do. do. Burnt Sienna	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Pencils, Drawing—concld.					
270A	Pencils, Drawing, coloured, Crimson Lake.	Nos.				
271	Do. do. Grey ..	Do.				
272	Do. do. Neutral Tint.	Do.				
273	Do. do. Pink ..	Do.				
274	Do. do. Sepia Brown.	Do.				
275	Do. do. Vermilion (Red) ..	Do.				
276	Do. do. White ..	Do.				
277	Do. do. Yellow ..	Do.				
278	Do. do. Red & Blue (combined).	Do.				
279	Do. do. in sets of 12 assorted colours ..	Sets.				
	Ink, Liquid (waterproof), Water Colours in bottles.					
280	Blue Print Corrector, Blue ..	Nos.				
281	Do. Brown ..	Do.				
282	Do. Green ..	Do.				
283	Do. Red ..	Do.				
284	Do. Violet ..	Do.				
285	Do. White ..	Do.				
286	Do. Yellow ..	Do.				
287	Ink, Liquid, Black ..	Do.				
288	Do. Brick Red ..	Do.				
289	Do. Brown ..	Do.				
290	Do. Burnt Sienna ..	Do.				
291	Do. Carmine ..	Do.				
292	Do. Cobalt Blue ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Ink, Liquid (waterproof), Water Colours in bottles—contd.					
293	Ink, Liquid, Chinese White ..	Nos.				
294	Do. do. (solid) ..	Do.				
295	Do. Crimson Lake ..	Do.				
296	Do. French Blue ..	Do.				
297	Do. Green ..	Do.				
298	Do. Green Blue ..	Do.				
299	Do. Green Cobalt ..	Do.				
300	Do. Green Dark ..	Do.				
301	Do. Green Emerald ..	Do.				
302	Do. Green Hooker's No. 1 ..	Do.				
303	Do. do. No. 2 ..	Do.				
304	Do. Green Light ..	Do.				
305	Do. Green Yellow ..	Do.				
306	Do. Gamboge ..	Do.				
307	Do. Indigo ..	Do.				
308	Do. Indian Yellow ..	Do.				
309	Do. Lemon ..	Do.				
310	Do. Neutral Tint ..	Do.				
311	Do. Orange ..	Do.				
312	Do. Purple ..	Do.				
313	Do. Prussian Blue ..	Do.				
314	Do. Raw Sienna ..	Do.				
315	Do. Scarlet ..	Do.				
316	Do. Sepia ..	Do.				
317	Do. Ultramarine ..	Do.				
318	Do. Vandyke Brown ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Ink, Liquid (waterproof), Water Colours in bottles—concld.					
319	Ink, Liquid, Veredian ..	Nos.				
320	Do. Vermillion ..	Do.				
321	Do. Violet ..	Do.				
322	Do. Yellow ..	Do.				
323	..					
324	..					
325	..					
	Miscellaneous Inks, Drawing.					
326	Ink, Indian, hexagonal large sticks ..	Nos.				
327	Do. lion pattern, large ..	Do.				
328	Do. do. small ..	Do.				
329	Do. ordinary small ..	Do.				
330	Do. black, in cakes ..	Do.				
331	Ink in tins for stencil plates, Black ..	Do.				
332	Do. do. Blue ..	Do.				
333	Do. do. Red ..	Do.				
334	..					
	Miscellaneous Drawing Articles.					
335	Acid for developing Ferro Gallic Process.	Nos.				
336	Amonia, Liquid, in 1 lb. bottles ..	Do.				
337	Bands, India rubber, flat, large ..	Do.				
338	Do. small ..	Do.				
339	Boards, file, fitted with string, foolscap size	Do.				
340	Boards, wooden, fitted with spring, foolscap size	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Miscellaneous Drawing Articles—contd.					
341	Bristol Boards, 40″ × 27″ ..	Nos.				
342	Do. 36″ × 24″ ..	Do.				
343	Chalkholders ..	Do.				
344	Chamois Leather Pieces ..	Do.				
345	Clips, wooden, for hanging charts ..	Do.				
346	Clippers (Staples) ..	Do.				
347	Diamond Erasing Paste ..	Tins				
348	Erasers, soft rubber, large pieces, Brown, Venus (12 to 1 lb.) ..	Nos.				
349	Erasers, soft rubber, large pieces, Pink, Venus (12 to 1 lb.) ..	Do.				
350	Erasers, Tracing, Green ..	Do.				
351	Erasers, soft rubber, Venus, Vandyke Brown, large ..	Do.				
352	Erasers, soft rubber, small, Venus, for schools ..	Do.				
353	Erasers, knives, bone handle (Steel Scratchers) ..	Do.				
354	Erasers, Lance ..	Do.				
355	Fixative for charcoal ..	Bottles				
356	French Chalk, in tins of 1 lb. ..	Lbs.				
357	French Charcoal boxes ..	Nos.				
358	Glasses, Magnifying, 4″ ..	Do.				
359	Do. 3½″ ..	Do.				
360	Do. 2½″ ..	Do.				
361	Do. 2″ ..	Do.				
362	Ink Eradicators ..	Bottles				
362 A	Knives, Professional, for Architects ..	Nos.				
363	Pads, Sectional ruled, ⅛″ ..	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Miscellaneous Drawing Articles—contd.					
364	Pads, Sectional ruled, $\frac{1}{10}''$ ..	Nos.				
364A	Do. $\frac{1}{12}''$ ..	Do.				
365	Paste Stick Phast, bottles ..	Do.				
366	Pens, Drawing, steel, Lady's, No. 124 M.	Dozen				
367	Do. do. J. Gillot's, No. 303 Fine ..	Do.				
368	Do. do. do. No. 404 Fine ..	Do.				
369	..					
370	..					
371	Do. do. Red Ink, No. 868 ..	Do.				
372	Do. do. School, No. 351 ..	Do.				
373	Do. do. do. No. 352 ..	Do.				
374	Do. do. do. No. 353 ..	Do.				
375	Do. do. Mapping, No. 291 ..	Cards				
376	Do. do. do. School, No. 351 ..	Do.				
377	Do. do. do. Victoria, No. 303 ..	Do.				
378	..					
379	Do. do. Tracing, No. 602 ..	Do.				
380	Do. do. do. Crow-quill, No. 603 ..	Do.				
381	Do. do. do. No. 463 (Lithographic).	Do.				
382	Do. do. do. No. 659 (Lithographic) ..	Do.				
383	Penholders, for Crow-quills, No. 1003 ..	Nos.				
384	Do. Mapping pens ..	Do.				
385	..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Miscellaneous Drawing Articles—contd.					
386	Penholders, wooden handle, Cortex ..	Nos.				
387	Pencil Sharpeners, large, for fixing on tables ..	Do.				
388	Do. small ..	Do.				
388A	Penknives, Pocket, D'ble blade ..	Do.				
389	Photo Mountant, Higgins, large ..	Do.				
390	Pins, Brass, large, ¾″ diameter ..	Do.				
390A	Do. small, ½″ diameter ..	Do.				
391	Pins, glass-headed, 1½″ long ..	Do.				
392	Do. 3″ long ..	Do.				
393	Do. (Moore) push pins.	Do.				
394	Pins, triangular, black ..	Do.				
395	Pin Lifters, steel ..	Do.				
396	..					
397	School Patties, wooden, ordinary, 12″..	Do.				
398	Sponges, small ..	Do.				
399	Do. large ..	Do.				
400	Do. extra large, Turkey ..	Do.				
401	Spray Diffusers ..	Do.				
402	Tape, linen, 5 feet, ordinary ..	Do.				
403	..					
404	..					
405	..					

FOR USE OF THE STATIONERY OFFICE

Entered in D/L by————

Advice Note sent on————

Railway/Steamer receipt posted on————

Post parcel sent on————

Chargeable indents

Railway/Steamer Post

Packed by————

Packages

Contract box No. 1 ..————

Do. No. 2 ..————

Do. No. 3 ..————

Do. No. 4 ..————

Other boxes, size ..————

Country (mills') Bales ..————

Office prepared bales ..————

Total No. ..————

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STORES SUPPLIED TO THEM

Instructions to the Indenting Officer

1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(a) Articles received short against items Nos.————

(b) Articles received in excess against items Nos. ————

(c) Articles received damaged against items Nos.————

(The nature of damage must be stated.)

(d) Compaints of any other nature—

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Drawing Articles shown as supplied in column 6 of this indent and receipt form.

2. All the packages as detailed above are correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 5th March 1928, have been carefully attended to.

Station————

Date————

(Signature ————

Designation————

This page is intended to be used by the Stationery Office for entering quantity of articles remaining due and encircled in the indent to be supplied subsequently.

Item No.	Names of Articles.	Quantity.	Remarks.

INDENT FORM FOR DRAWING MATERIALS FOR SCHOOLS

S. O. REGISTERED No.——————DEBITABLE TO (Budget Head)——————

Form of Annual Indent and Advice Note (Receipt) for Drawing Materials required for use of the Office of the——————————————————for the year 194 -194 .

The last supply was asked for in this office Indent No.——————dated ——————
and was received *vide* Advice Note No.——————

Instructions by the Indenting Officer for packing and despatch of the supply.

To be booked to——————————————————————————

at Station——————————————District ——————————

c/o ——————————————

By Rail—Station to——————————

By sea—Port to——————————

By Post to——————————

No. of 194

CERTIFIED that I have personally examined and checked the balances in column 5 and that the quantities now asked for are essential.

Dates ——————— (Signature)——————————

(Designation)——————————

ISSUE

Bombay, *for* Supdt., Govt. Printing & Stationery.

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
9	Books Note Pocket, with elastic band, 6″ × 4″	No.				
11	Books, Sketch, 12″ × 9″	,,				
22	Paper Cartridge, white, 60 lbs., 22½″ × 30″	Sheets.				
57	Paper Sectional ruled ⅛″	,,				
58	Do. $\frac{1}{10}$″	,,				
80	Paper Tissue, white, Double Crown ..	,,				
81	Paper Tracing, white, 40″ × 20 yards..	Rolls.				
	Water Colours, in Pans and Tubes.					
112	Brown Madder.. .. P. ..	No.				
	.. T. ..	,,				
115	Burnt Sienna .. .. P. ..	,,				
	.. T. ..	,,				
117	Carmine .. .. P. ..	,,				
	.. T. ..	,,				
118	Chinese White .. .. P ..	,,				
	.. T ..	,,				
120	Cobalt Blue .. .. P ..	,,				
	.. T. ..	,,				
122	Crimson Lake .. .. P ..	,,				
	.. T. ..	,,				
125	Emerald Green.. .. P. ..	,,				
	.. T. ..	,,				
128	Gamboge .. .. P. ..	,,				
	.. T. ..	,,				
129	Hookers Green No. I .. P. ..	,,				
	.. T. ..	,,				

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Water Colours, in Pans and Tubes—contd.					
130	Hookers Green No. II .. P. ..	No.				
	T. ..	,,				
131	Indian Red .. P. ..	,,				
	T. ..	,,				
132	Indian Yellow .. P. ..	,,				
	T. ..	,,				
133	Indigo .. P. ..	,,				
	T. ..	,,				
135	Ivory Black .. P. ..	,,				
	T. ..	,,				
137	Lamp Black .. P. ..	,,				
	T. ..	,,				
138	Light Red .. P. ..	,,				
	T. ..	,,				
143	Orange .. P. ..	,,				
	T. ..	,,				
152	Prussion Blue .. P. ..	,,				
	T. ..	,,				
156	Purple Lake .. P. ..	,,				
	T. ..	,,				
157	Purple Madder .. P. ..	,,				
	T. ..	,,				
159	Raw Sienna .. P. ..	,,				
	T. ..	,,				
162	Rose Madder .. P. ..	,,				
	T. ..	,,				

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Water Colours, in Pans and Tubes—contd.					
164	Sap Green .. .. P. ..	No.				
	T. ..	,,				
166	Sepia .. .. P. ..	,,				
	T. ..	,,				
167	Umber Burnt .. .. P. ..	,,				
	T. ..	,,				
171	Venetian Red .. .. P. ..	,,				
	T. ..	,,				
173	Vermillion .. .. P. ..	,,				
	T. ..	,,				
175	Yellow Chrome .. P. ..	,,				
	T. ..	,,				
178	Yellow Ochre .. P. ..	,,				
	T. ..	,,				
	Brushes Drawing.					
184	Sable hair, No. 0	No.				
185	Do. No. 1	,,				
186	Do. No. 2	,,				
187	Do. No. 3	,,				
188	Do. No. 4	,,				
189	Do. No. 5	,,				
190	Do. No. 6	,,				
191	Do. No. 7	,,				
192	Do. No. 8	,,				
193	Do. No. 9	,,				
194	Do. No. 10	,,				

Item No.	Name of Article	Unit	Quantity sanctioned in model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Brushes Drawing—contd.					
208	Camel hair, No. 0	No.				
209	Do. No. 1	,,				
210	Do. No. 2	,,				
211	Do. No. 3	,,				
212	Do. No. 4	,,				
213	Do. No. 5	,,				
214	Do. No. 6	,,				
215	Do. No. 7	,,				
216	Do. No. 8	,,				
217	Do. No. 9	,,				
218	Do. No. 10	,,				
220	Do. No. 12	,,				
238	Brushes for Stencil Plates, medium ..	,,				
239	Do. do. small ..	,,				
243	Pencils Artists, with holders, HB. ..	,,				
245	Pencils Drawing, B	,,				
246	Do. BB	,,				
247	Do. BBB	,,				
249	Do. BBBBBB ..	,,				
252	Do. H ..	,,				
253	Do. HH ..	,,				
255	Do. HHHH ..	,,				
256	Do. HHHHHH ..	,,				
257	Do. HB	,,				
287	Ink, W. P. liquid, black .. Bottles...	,,				
326	Ink Indian, Hexagonal sticks, large ..	,,				
327	Do. Lion pattern, sticks, large	,,				

Item No.	Name of Article.	Unit	Quantity sanctioned in model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	Brushes Drawing—contd.					
328	Ink Indian, Lion pattern, sticks, small.	No.				
343	Chalk holders	,,				
348	Erasers, soft rubbers, large pieces 12 to a lb.	,,				
350	Erasers, Tracing, Green	,,				
352	Erasers, soft rubber, small pieces, school	,,				
355	Fixative bottles .. Bottles.	,,				
357	French Charcoal .. Boxes.	,,				
389	Photo mountant .. Bottles.	,,				
394	Pins, triangular, black	,,				
398	Sponges, small pieces.	,,				
	Miscellaneous Articles.					
	Tinted paper, assorted colours ..	Sheets				
	Chalk sticks, white .. Boxes.	No.				Box of 1 gross sticks.
	Do. coloured .. Boxes.	,,				Do.
	Crayons pastels, sticks	,,				
	Office paste, 5 ozs. bottle	,,				
	Pins, brass, large ¾″	,,				
	Do. small ½″	,,				

FOR USE OF THE STATIONERY OFFICE

Entered in D/L by ————

Advice Note sent on ————

Railway / Steamer ———— receipt posted on ————

Post parcel sent on ————

Chargeable indents

Railway / Steamer ———— Post

Packed by ————

Packages

Contract box No. 1 .. ————

Do. No. 2 .. ————

Do. No. 3 .. ————

Do. No. 4 .. ————

Other boxes, size .. ————

Country (mills') Bales .. ————

Office prepared bales .. ————

Total No. .. ————

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STORES SUPPLIED TO THEM

Instructions to the Indenting Officer

1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the store.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos. ————

(*b*) Articles received in excess against Nos. ————

(*c*) Articles received damaged against items Nos. ————

(The nature of damage must be stated.)

(*d*) Complaints of any other nature ————

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Drawing Articles shown as supplied in column 6 of this indent and receipt form.

2. All the packages as detailed above are correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 5th March 1928, have been carefully attended to.

Station ———— Signature ————

Dates ———— Designation ————

[Spl.—Stnry. No. 7

Stationery Office Register No.————— Budget Head to which the cost of the indent is debitable————

INDENT AND ADVICE NOTE (RECEIPT) for Cotton and Woollen cloth and other clothing materials required for clothing Havildars, Naiks, Peons, etc., in the office of the————

Last supply of clothing for Havildars, Naiks, Peons, etc., in this office was asked for in this office Indent No. dated———— and the supply was received from the Stationery Office as per Advice Note No. C/————dated————on————

Instructions by the Indenting Officer for packing and despatch of the supply.	Details of the Inferior establishment	No.	Inferior establishment entitled to woollen and cotton clothing	No.	Inferior establishment entitled to cotton clothing only	No.	Inferior establishment for which clothing is now indented	No.
1. To be booked to————	Chopdars ..		Chopdars ..		..		Chopdars ..	
at Station————District————	Havildars ..		Havildars ..		..		Havildars ..	
c/o————	Naiks ..		Naiks ..		..		Naiks ..	
	Peons (Permanent) ..		Peons (Permanent) ..		..		Peons (Permanent) ..	
2. By rail Station to————	Peons (Temporary)* ..		Peons (Temporary) ..		Peons (Temporary) ..		Peons (Temporary) ..	
	Chowkidars ..		Chowkidars ..		Chowkidars ..		Chowkidars ..	
3. By post to————	Hamals ..		Hamals ..		Others ..		Hamals ..	
	Others ..		Others ..				Others ..	
4. By Seaport to————								
	Total No. ..		Total No. ..		Total No. ..		Total No. ..	

1. *Certified that the temporary peons for whom cloth is indented for are likely to continue in service for a period of not less than two years.

2. Certified that this indent is prepared in accordance with the orders issued in G. R., F. D., No. 393, dated 9th September 1930.

No. of 194 –194 .

Date————

Officer's Signature————

Designation————

ISSUE.

for Superintendent,
Government Printing and Stationery, Bombay.

Item No.	Name of Article	Quantity admissible	To be filled in by Indenting Officer										Quantity passed by the Stationery Office		Remarks by Stationery Office	Value		
			Quantity obtained from the Stationery Office during past four years								Quantity now required							
1	2	3	4								5		6		7	8		
			Year		Year		Year		Year		Yds.	Ins.	Yds.	Ins.		Rs.	a.	p.
			Yds.	Ins.	Yds.	Ins.	Yds.	Ins.	Yds.	Ins.								
	Cotton cloth, every two years																	
1	Khadi or Drill, white, 27″ wide	13 yards.																
	Woollen cloth, once in every four years																	
2	Blue superfine cloth 54″ for Amaldars.	2 ,,																
3	Blue coarse cloth 54″ for Peons.	2 ,,																
4	Scarlet superfine cloth 54″—																	
	for Chopdars ..	3 ,,																
	and for Amaldars ..	2 ,,																
	Lining cloth, once in every four years	Yds. ins.																
5	Lining cloth for woollen coats 27″ wide—																	
	per coat of Petty Amaldars and peons.	4 0																
	per coat of Chopdar and flaps for coat.	5 30																

	Braids for edging coats, once in every four years														Braid for scarlet cloth is not now supplied. The tailoring firm should be asked to use a suitable braid and charge for it.			
6	Red braid for blue coarse and superfine coats.	8 yards.																
	**†*Gold lace, once in every four years*														***Note.*—The quantity of gold lace allowed as per the scale includes the quantity required for gold lace chevrons also.			
7	1″ wide for Chopdar's coat.	2½ ,,																
8	¾″ wide for Havildar's coat.	3½ ,,																
9	½″ wide for Naik's coat ..	3 ,,																
	Belts, woollen, once in every four years		No.		No.		No.		No.		No.		No.					
10	Single belts, red, woollen, for peons.	1 No.																
11	Double belts, red, woollen, for Petty Amaldars.	1 ,,																

Note 1.—*52 yards of cotton cloth will be allowed for the coats of such Inferior servants as are not supplied with woollens (biennially 26 yds.).

Note 2.—†Old Gold lace, on being replaced by new lace, should be returned to the Stationery Office, Bombay, for disposal.

Note 3.—Articles encircled thus O will be supplied later, on receipt of fresh stock.

Item No.	Name of Article	Quantity admissible	To be filled in by Indenting Officer					Quantity passed by the Stationery Office	Remarks by Stationery Office	Value		
			Quantity obtained from the Stationery Office during past four years				Quantity now required					
1	2	3	4				5	6	7	8		
			Year	Year	Year	Year	No.	No.		Rs.	a.	p.
	Kambarbands and Pagrees, once in every four years		No.	No.	No.	No.			Kambarbands and pagrees are supplied only to the peons in the Bombay City Offices and to the peons in the Offices of the Heads of Departments in mofussil towns.			
12	Kambarbands (Turkey red).	1 No.										
13	Pagrees, red, for Peons, ordinary.	1 ,,										
14	Do. for Amaldars, superior.	1 ,,										
	Chevrons of Red Tape, for cotton coats, once in every four years											
15	Chevrons of 2 strips for Naiks.	1 ,,										
16	Chevrons of 2 strips for Havildars.	1 ,,										

For the use of the Indenting Officer

Instructions to Indenting Officers.

1. This advice note (receipt) must be returned to the Stationery Office within 7 days duly signed on arrival of the stores.
2. Remarks regarding deficit or damage or otherwise must be made by a letter so as to bring them prominently to the notice of the Stationery Office.
3. Complaints of a trivial nature should be noted under :—
   (*a*) Quantity received short against item No.
   (*b*) Do. excess do.
   (*c*) Quantity received damaged or spoiled against item No. (nature of damage should be stated).
   (*d*) Complaint of any other nature.

Certificate of receipt by the Indenting Officer.

1. I hereby certify that I have received correctly and in good condition the supply as shown above in Columns 5 and 6 of this Indent Form.
2. All the packages detailed on the reverse were received intact and the supply was examined in my presence.

No. of 194 –194 .

Signature——————————

Head quarters } Designation——————————

Date——————————

FOR USE OF THE STATIONERY OFFICE

Entered on Bin card————Entered in the ledger————

Despatched
By Passenger
,, Goods
,, Steamer
,, Post Parcel
} Receipt posted on————

Chargeable indents.

Freight paid.				*Postage paid.*		
Rs.	a.	p.		Rs.	a.	p.

Particulars of packing and despatch.

No.

Packed by————

Date————

Box .. ..

Bale .. ..

Bundle .. ..

Total number of packages despatched ..

Space below is intended for supplies due on this indent (to be filled in by the Stationery Office).

Item No.	Name of Article	Quantity supplied	Remarks	Value			Acknowledgment by Officer for articles due
1	2	3	4	5			6
				Rs.	a.	p.	No. of 194 –194 .

CERTIFICATE OF RECEIPT.

Certified that I have received the quantity shown in Column 3 correctly and in good condition.

Signature————

Designation————

Date————

S.O. Registered No.——————

Debitable to Budget Head——————

Indent and Advice Note (Receipt) for cloth required for covering tables

Last supply received on , *vide* Stationery Office Receipt No. , dated the
returned under this office No. , dated

Numerical strength of the Office Establishment	Total number of Tables in use	Number of Tables now requiring Cloth	Actual measurements of the tops of Tables, i.e. length and breadth	Description of Cloth	†Quantity required		Quantity passed by the Stationery Office		Value		
1	2	3	4	5	6		7		8		
					Yds.	In.	Yds.	In.	Rs.	a.	p.
Heads of Department ..				Green, superfine, 54″ wide, for Officers' and Clerks' tables.							
Assistant											
Clerks, etc.											

Supply to be despatched to the

at

care of

by sea or by rail

No. of 194 .

Certified that the Tables for which Cloth is indented for have no plain or polished surfaces and they were previously covered with Cloth.

Designation of Indenting Officer

Date

(Please note that the Table Cloth is to be renewed every seventh year.)
†Quantity should be calculated according to the instructions given on the reverse of this form.
‡To be signed after the Cloth is received.

No. of 194 .

‡CERTIFICATE OF RECEIPT.

Certified that I have received the quantity shown in Column 7 correctly and in good condition.

Designation

Date

[*P.T.O.*

INSTRUCTIONS FOR PREPARING INDENTS FOR TABLE CLOTH.

1. Green, superfine, woollen cloth, 54″ wide, is supplied for covering Tables of Officers and Principal Assistants and green coarse for those of Clerks, etc.

2. Except under special circumstances Cloth for covering Tables is not supplied earlier than seven years from the date of the previous supply.

3. The Cloth should, as far as possible, be fixed on to all Office Tables. If this is not practicable in any cases, the reasons why it requires to be kept loose and hanging over their sides should be stated.

4. The quantity of Cloth issued for Tables described in 3 above is two inches in excess, both ways, of the dimensions of the Tables. The excess is meant to afford facilities for the Cloth being nailed down.

5. For Tables to be taken on tour, a quantity equal to the dimensions of the Tables *plus* six inches, both ways, is allowed for flaps.

6. When any of the Tables for which Cloth is indented are to be taken on tour, a note to this effec tshould always be made on the Indent.

S. O. REGISTERED No.——————

DEBITABLE TO—(Budget Head)——————

INDENT FOR CYCLE-ACCESSORIES.

Indent and Advice Note (Receipt) on the Superintendent, Government Printing and Stationery, Bombay, for Cycle-Accessories required for the office of the——————

The necessity of the articles asked for has been explained in my letter No.——————dated——————to the Superintendent, Government Printing and Stationery.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to ——————

   at Station——————District ——————

   c/o——————

2. By seaport to ——————

   By Rail—Station to——————

   By Post to——————

Model of Bicycles in use

	No.
.. .. ..	———
.. .. ..	———
.. .. ..	———
.. .. ..	———
.. .. ..	———
	———
Total number of cycles ..	

No. 194 –194 .

Dated——————194 .

CERTIFIED that I have personally examined and checked the balances in hand and that the quantities now asked for are essential.

Signature ——————

Designation ——————

ISSUE

for Superintendent,
Government Printing and Stationery,
Bombay.

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationey Office.
1	2	3	4	5	6
	BELL & PARTS.			Rs. a. p.	
1	Bell				
2	Bell Hammer				
3	Bell Spring				
	BOTTOM PARTS.				
4	Bottom Bracket Axle ..				
5	Bottom Bracket Cups ..				
6	Bottom Bracket Cotter with Nut.				
	PARTS FOR BRAKES.				
7	Brake Complete, Front ..				
8	Brake Complete, Rear ..				
9	Brake Blocks (Rubber) ..				
10	Brake Clips (adjusted to the Chain Stay).				
11	Brake Clips (adjusted to the Front Fork).				
12	Brake Rod, Front ..				
13	Brake Rod, Rear ..				
14	Brake Shoe with Nut, Screw and Washer, Left.				
15	Brake Shoe with Nut, Screw and Washer, Right.				
16	Draw Bolts				
17	Front Lever				
18	Rear Lever				
19	Stirrup (Front) ..				
20	Stirrup (Rear) ..				
	CRANK.				
21	Chain Adjuster				
22	Chain (Driving) ..				

Item No.	Names of article.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
23	Cotter Pins with Nut and Washer (for Crank).				
24	Crank, Left				
25	Crank, Right				
26	Crank Wheel (Driving Wheel)				
27	Foot Step (Pin) ..				
28	Pedal Complete ..				
29	Pedal Axle, Left ..				
30	Pedal Axle, Right ..				
31	Rubber for Pedal ..				
32	Screw and Nut for Chain ..				
33	Spindle Cone				
	PARTS FOR HANDLE.				
34	Handle Bars				
35	Handle Bar Grips ..				
36	Head Clips (Cup) ..				
37	Lamp Bracket				
38	Screw and Nut for Head Clip.				
39	Steering Lock				
	PUMP & PARTS.				
40	Pump				
41	Clips for Pump ..				
42	Pump Connections (Large) ..				
43	Pump Connections (Small) ..				
44	Pump Tubing (Rubber) ..				
45	Pump Washer				
	PARTS FOR WEELS.				
46	Axle, Front (with Cone, Nut and Washer).				

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
47	Axle, Rear (with Cone, Nut and Washer).				
48	Axle Cones				
49	Axle nuts				
50	Free Wheels				
51	Hubs, Front				
52	Hubs, Rear				
53	Rims				
54	Rim Tapes				
55	Spokes with Nipples and Washers.				
56	Tyres (28″ × 7¾″) Beaded ..				
57	Tyres (28″ × 1½″) Beaded ..				
58	Tyres (28″ × 1¾″) Wired ..				
59	Tyres (28″ × 1½″) Wired ..				
60	Tubes (28″ × 1¾″) ..				
61	Tubes (28″ × 1½″) ..				
62	Wheels, Front (26″ × 1¾″)				
63	Wheels, Front (28″ × 1½″) ..				
64	Wheels, Rear (28″ × 1¾″) ..				
65	Wheels, Rear (28″ × 1½″) ..				
	MISCELLANEOUS ARTICLES				
66	Balls, ¼″, ⅜″, 5/16″, 5/32″ ..				
67	French Chalk ..				
68	Lamps				
69	Lubricating Oil				
70	Luggage Carrier, Front ..				
71	Luggage Carrier, Rear ..				
72	Mud Guards, Front ..				

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
73	Mudguards Rear ..				
74	Mudguard Stays, Front ..				
75	Mudguard Stays, Rear ..				
76	Oil Cans				
77	Reflectors, Red				
78	Repair Outfit Boxes ..				
79	Saddles				
80	Solution Tubes				
81	Spanners, Universal (Screw) ..				
82	Valve Tube				

FOR USE OF THE STATIONERY OFFICE

Entered on bin card ———— by ————

Checked the bin card ———— by ————

Passenger / Goods / Steamer } Receipt posted on ————

Chargeable indents.

Freight paid			*Postage paid*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing

No.

Packed by

	..	..
	..	..
	..	..
	..	..
	..	..
Boxes	..	..
Bundles	..	..

Total number of packges despatched ..

Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Statonery Office within 7 days, duly signed, on arrival of the stores.
2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.
3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.————
(*b*) Articles received in excess against items Nos.————
(*c*) Articles received damaged against items Nos.————
(the nature of damage must be stated).
(*d*) Complaints of any other nature————

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Cycle-Accessories shown as supplied in columns 3 and 4 of this indent and receipt form.
2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station ———— } Signature————
Date ———— } Designation————

Here state the Stationery Office Registered No. fixed for your office. } No.———

Here state the Budget Head to which the cost of the Indent is debitable } Budget Head———

FORM OF ANNUAL INDENT AND ADVICE NOTE (RECEIPT) for Stationery required for use of the office of the——— for the year 194 –194 .

The last supply was asked for in this office Indent No. dated 19 , and was received, *vide* ADVICE NOTE No.

Instructions by the Indenting Officer for packing and despatch of the supply

1. To be booked to

   at Station .District

   c/o

2. By Seaport to

   By Rail—Station to

   By Post to

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	———
Principal Assistants	———
Clerks	———
Bailiffs (Judicial Department)	———
Muster and Outdoor Clerks (P. W. D.)	———
Teachers (Educational Department)	———
Gate-keepers and Circle Amaldars (Jail Department) ..	———
Compounders, Nurses and Sub-Assistant Surgeons (Medical Department).	
Other staff using stationery	———
Total number of hands ..	———

N.B.—For use by the Stationery Office, *vide* Column 7 within—

(*a*) The demand is in excess of the prescribed scale.
(*b*) The demand is above the quantity sanctioned in the model indent.
(*c*) The demand appears to be high though within the quantity sanctioned in the model indent.
(*d*) Articles lasting for a number of years are not supplied every year.
(*e*) New supply cannot be allowed unless the articles in use are certified by the Head of the Office to be unserviceable.
(*f*) The article is not stocked at the Stationery Office.
(*g*) The purpose for which the article is required has not been stated.
(*h*) A sample may be furnished to guide the supply.
(*i*) The date of last supply has not been stated.
(*j*) The total number of typewriters in use has not been stated.
(*k*) Indents for peons' clothing(woollen and cotton) and for table cloth must be prepared on the enclosed form.
(*l*). Kindly obtain the articles from the Executive Engineer, Presidency, Bombay, on payment.
(*m*) These are stocked by the Manager, Government Central Press, Bombay, and that officer has been asked to supply them to you direct.
(*n*) These are stocked by the Manager, Yeravda Prison Press, and that officer has been asked to send them to you direct.
(*o*) Your office is not entitled to use this article and hence it is not supplied.

No. of 19 –19

Dated 19

CERTIFIED that I have personally examined and checked the balances shown in Column 4 within and that the quantities now asked for are essential for use during the year.

2. Instructions issued in the Stationery Office General Memo, I, dated 15th March 1928, have also been carefully attended to while preparing this indent.

Signature

Designation

ISSUE

for Superintendent,
Government Printing and Stationery, Bombay.

Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent		Balance in hand on date of indent		Quantity now required		Quantity passed by the Stationery Office	Reasons for reduction or omission *vide* N. B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3		4		5		6	7	8	9	10		
		Reams	Sheets	Reams	Sheets	Reams	Sheets					Rs.	a.	p.
	PAPER													
1	Badami, Foolscap Folio, 6 lbs., 13½″ × 8½″										Items 1, 3, 12 and 14 for typewriting letters and clerical use.			
2	Badami, Foolscap Broad side, 12 lbs., 13½″ × 17″										Items 2, 10 and 13 for statement work.			
3	Badami, Quarto, 8½″ × 6¾″										*Vide* remark against item No. 1.			
4	Blotting, Ordinary { 12 sheets per clerk and 12 to 24 sheets for each Gazetted Officer and Principal Asstt. }													
5	Do. Superior, Ford do. do.	No.		No.		No.		No.			For the use of High Court Judges and Government House only.			
6	Boards, Straws, 20″ × 25″ = 1⅛ lbs. each.										Please state for what purpose required.			

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Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent		Balance in hand on date of indent		Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, *vide* N. B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3		4		5		6		7	8	9	10		
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets				Rs.	a.	p.
7	Carbon, Demy [for use with pencils], Black, 17½″ × 22½″.														
8	Do. Foolscap Zenetic, 13½″ × 17″. ..											For use of the Judicial and Registration Officers.			
9	Cream Wove, Foolscap Folio, 13½″ × 8½″ =7 lbs.											For Officers' use for drafting purposes and important correspondence.			
10	Do. do. Broad side, 17″ × 13½″=14 lbs.											*Vide* remark against item No. 2.			
11	Do. Quarto, 8½″ × 6¾″ ..											*Vide* remark against item No. 1.			
12	Cream Laid, Foolscap Folio, 13½″ × 8½″ =6 lbs.											*Vide* remark against item No. 1.			
13	Do. do. Broad side, 17″ × 13½″=12 lbs.											*Vide* remark against item No. 2.			
14	Do. Quarto, 8½″ × 6¾″ ..											*Vide* remark against item No. 1.			
15	Kraft, Double Demy, 22½″ × 35″=30 lbs.											For packing purposes.			
16	Brown, thick, 50 lbs., 20″ × 30″, for file covers.														

17	Letter D. O., Single, 9″ × 7″, Embossed	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets			For Officers as per G.R., G.D., No. 1185, dated 14th August 1930.				
18																
19	Note D. O., Single, 7″ × 4½″, Embossed											For Officers as per G.R., G.D., No. 1185, dated 14th August 1930.				
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets							
20	Ruled, Foolscap, Broad side, Horizontal, 13½″ × 17″ = 12 lbs., with 33 lines.															
21	Do. do. Vertical, 13½″ × 17″=12 lbs., with 18 lines.															
22	Tinted, in Assorted Colours, Size, 22″ × 30″.		Sheets		Sheets		Sheets		Sheets			For Schools for drawing purposes.				
	ENVELOPES	No.		No.		No.		No.								
23	Foolscap D. O., Size 9½″ × 4½″ [50 Nos. for each Officer].											For Officers as per G.R., G.D., No. 1185, dated 14th August 1930.				
24	Note size, 4¾″ × 3¾″ [100 Nos. for each Officer and 20 for each Principal Assistant].															
	MISCELLANEOUS ARTICLES	No.		No.		No.		No.								
25	Books, Foolscap, ruled Horizontal, 1 quire.											18 lines.				
26	Do. do. 2 quires.															
27	Do. do. 3 ,, ..															
28	Do. do. 4 ,, ..															

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Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office.	Reasons for reduction or omission, *vide* N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers.	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
29	Books, Foolscap, ruled, Vertical, 1 quire										
30	Do. do. 2 quires							18 lines.			
31	Do. do. 3 ,,										
32	Do. do. 4 ,,										
33	Books, Quarto size, 48 leaves, ruled										
34	Do. Note, Pocket size, Leather bound, ruled.							For P. W. D. Officers only.			
35	Do. do. do. Paper bound, ruled.										
36	Do. do. Shorthand							For Stenographers' use.			
		No.	No.	No.	No.						
37	Bricks, Bath, 8 oz. piece							For polishing peons' badges, etc.			
38											

		Lbs.		Lbs.		Lbs.		Lbs.					
39	Chalk, White, lump												
		Boxes		Boxes		Boxes		Boxes					
40	Crayons, White, in Boxes of 1 Gross Sticks											For Schools.	
41	Do. Coloured do. do. ..											Do.	
		Sticks		Sticks		Sticks		Sticks					
42	Do. do. (Grey-hound Pastels) ..											Do. for drawing.	
		Yds.		Yds.		Yds.		Yds.					
43	Cloth, Binding, 40″											For book-binding purposes only.	
44	Do. Drill, for repairing Tents, 27″ wide.												
45	Do. Dungry, Superior, 36″ wide ..											For tying records and for covers for Gadis and Takyas, etc.	
46	Do. do. Inferior, 30″ wide ..											For sewing parcels.	
47	Do. Gunny, 40″ wide											For packing bales and similar purposes.	
48	Do. Mulmul, White, 45″/48″ ..											For mounting Plans and Maps for Forest and P. W. D. offices.	
		Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.				
49	Cloth, Tracing, in rolls of 24 yards of 36″ wide.												

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1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
50	Covers for Files, Leather, Red, 14″ × 9″, small.										
51	Do. do. 18″ × 14″, medium										
52	Do. do. 26″ × 20″, large.										
53	Dusters, 30″ × 30″	No.	No.	No.	No.			For dusting office furniture.			
		No.	No.	No.	No.						
54	Gloy bottles, Small, 5 oz. with brushes ...										
54A	Do. Large, 16 oz. without brushes. ...										
54B	Do. Large, 20 oz. do. ...										
55	Glue	Lbs.	Lbs.	Lbs.	Lbs.			For book-binding purposes.			
56	Gum, Arabic							1 lb. dry gum gives fourteen 5 oz. bottles of liquid gum			

57	Brushes (for Gum and Rubber Stamp ink).	No.	No.	No.	No.						
58	Ink. Concentrated Blue Black, Superior 4 oz. bottles.	Bottles	Bottles	Bottles	Bottles			For Heads of Offices, 3 bottles per annum.			
59	Ink, Indelible. [For writing cheques. In 24 oz. bottles.]							This Ink is only supplied to Officers who are authorised to issue cheques.			
60	Ink Powder, Blue Black [4 Nos. per head per annum].	Packets	Packets	Packets	Packets			1 packet gives 24 ozs. liquid ink.			
61	Do. Red, Fuchsine [¼ oz. per head per annum].	Ozs.	Ozs.	Ozs.	Ozs.						
62	Ink, Superior Blue Black, in 28 oz. glass bottles	Bottles	Bottles	Bottles	Bottles			3 bottles for each Judicial Officer's use, for writing judgments.			
63	Ink, Blue Black, in 4 oz. bottles, for Fountain Pens.							For Gazetted Officer's use.			

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1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
64	Laces for Files (file strings), 33″ long ..										
65	Leather pieces (country), 20″ × 24″, Sheep							For book-binding purposes.			
		No.	No.	No.	No.						
66	Needles, Small, 2½″							4 Needles per clerk per annum, for stitching papers, etc.			
67	Needles, Large (Dabhans), 3½″ ..							2 Dabhans for each office for sewing parcels.			
		Doz. No.	Doz. No.	Doz. No.	Doz. o.						
68	Nibs, Steel, Fireman .. (50 Nos. of either per head per annum.)										
69	Do. Latem ..										
70	Do. Haldankar (Maharashtra										
71	Do. Hindu or Nawab.							For Vernacular writing.			
72	..										
73	Do. J Gilt ..										

74	Do. 027 Broad point.	50 Nos. of either per head per annum.										
75	...											
76	Do. Rani ..											
77	Do. (Irresistible) No. 1405.											
78	Do. Waverly ...											
79	Do. No. 9 (correspondence).											
80	Do. No. 10 do.											
81	Do. No. 11 do.											
			Boxes	Boxes	Boxes	Boxes						
82	Paper-clips, Gem [Boxes of 100 each] ...											
83	Paper fasteners, Brass [Boxes of 6 dozens each, Assorted size].											
			No.	No.	No.	No.						
84	Pencils, Black lead, Soft	Nos. per head per annum.										
85	Do. Middling.											
86	Do. Hard											

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1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
	PENCILS, COLOURED										
87	Blue							For Officer's use only.			
88	Copying										
89	Green							For Audit Officers only.			
90	Red							For Officers' use only.			
		No.	No.	No.	No.						
91	Pencils, Shorthand							For Stenographer's use only.			
92	Do. Slate										
		No.	No.	No.	No.						
93	Penholders, Ordinary [2 Nos. per head per annum].										
94	Do. Superior [for Officers' use										

95	Pens, Reed, 7″ long	No.		No.		No.		No.				For Vernacular offices.		
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.					
96	Pins, Common, in packets of 1 oz. each, ¾″ size.													
97	Do. do 1″ ,,													
98	Do. do. 1¼″ ,,													
99	Pins, Drawing, Large, Brass Circular, ¾″ diameter ..	No.		No.		No.		No.				For fixing up on Drawing Boards and similar purposes.		
100	Do. Small, do. ½″ do.													
101	Polish, Brass, in one oz. tins ..	No.		No.		No.		No.				For book-binding purposes only.		
102	Reels, Thread (400 yds.)													
103	Sand Paper, Sheets, 12″ × 10″, Nos. 0, 1, 1½ and 2.	Sheets		Sheets		Sheets		Sheets						
104	Seals, Perfect, Boxes [Box of 100 each] ..	Boxes		Boxes		Boxes		Boxes						
105	Silk Cord, Bundles [for Judicial Officers only].	No.		No.		No.		No.						

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1	2	3	4	5	6	7	8	9	10		
									Rs.	a.	p.
		Bundles	Bundles	Bundles	Bundles						
106	Tags, 4″, Cotton } in bundles of 100 Nos. each.							8″ Tags are issued only for use in offices where Mr. Maxwell's system of office record is in force.			
107	Do. 8″, do. }										
		No.	No.	No.	No.						
108	Tape, White, Bundles [in bundles of 7 yards].										
109	..										
		Gundies	Gundies	Gundies	Gundies						
110	Thread for sewing [100 yards each gundy].										
		Balls	Balls	Balls	Balls						
111	Twine, Balls (cotton) [1½ oz. each] ...										
112	Twine, Thick, Cotton, in 1 lb. balls ...										
		Lb.	Lb.	Lb.	Lb.						
113	Twine, Jute, Inferior (Bengal twine) ..										

114	Wax cloth, Pieces (4 yards each), 34″ wide.	No.		No.		No.		No.				For covering records in the monsoon.			
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.						
115	Wax, Sealing, Red (16 sticks to a lb.) ..											For sealing letters and packets.			
116	Wax, Sealing, Black											For sealing treasury locks.			
		No.		No.		No.		No.							
117	Wax, Taper sticks, Red											For personal use of Heads of Offices while on tour.			
	TYPEWRITER ACCESSORIES	No.		No.		No.		No.				*Please state the number of typewriters in use.			
	*For** *Typewriters.*														
118	Mulmul Pieces, 18″ × 18″											Substitute for Chamois Leather.			
119	Erasers [1 per machine per year] ..														
120	Oil bottles do.														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets						
121	Paper, Carbon, Foolscap, Black ..											One ream (=500 sheets) will give 10,000 carbon impressions.			
122	Paper, Typewriter, 4 lbs.														
123	Do. 3 lbs.														
124	Do. 2 lbs.														

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1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
	RIBBONS FOR TYPEWRITER MACHINES										
125	Remington, Nos. 10, 11, 12 and 16 ...							6 to 8 ribbons are supplied for each machine per year. The model number of the Typewriter in use may be stated to ensure a correct supply of ribbons.			
126	Do. Portable										
126A	Do. Noiseless										
127	Royal No. 10, Standard										
128	Royal Portable										
129	British Imperial, Standard										
130	Do. Portable (Regent) ...										
131	Oliver, Nos. 9, 10, 11 and 16 ...										
132	British Empire										
133	British Barlock										
134	Corona, Nos. 3, 4										
135	Underwood, Nos. 3, 5 Standard ...										
135A	Do. Portable										
136	Woodstock, Standard										
137	A. E. G. do.										

137A	Bijou Portable												
137B	Ideal Standard												
	THUMB IMPRESSION ARTICLES	No.		No.		No.		No.					
138	Ink, Black, in 1 oz. collapsible tubes ..												
139	Ink bottles, Black, 1 oz.												
	DUPLICATOR ACCESSORIES	No.		No.		No.		No.					
140	Developine bottles, 1 oz.												
141	Ink for Rotary Duplicator in 8 oz. tins or tubes.												
142	Ink for Flat Eliam's Duplicator and Flat Cyclo-style, in 7 oz. tubes												
143	Obliterine bottles, 1 oz.												
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets				
144	Paper, Roneo, impression, 6 lbs., 13½" × 8½"												
	WAX STENCIL PAPER*	Qrs.		Qrs.		Qrs.		Qrs.			*Please send a sample sheet to ensure a correct supply.		
145	..												
146	..												
147	..												

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1	2	3	4	5	6	7	8	9	10		
		Qrs.	Qrs.	Qrs.	Qrs.				Rs.	a.	p.
	WAX STENCIL PAPER*—(contd.).										
148	Hand for Flat Duplicator and Flat Cyclostyle wax.							*Please send a sample sheet to ensure a correct supply.			
149	Do. Red Seal Flat Duplicator ..										
		Qrs.	Qrs.	Qrs.	Qrs.						
150	..							Please send a sample sheet to guide the supply.			
151	Type for Roneo T. fitting, waxless ..										
152	Do. Roneo Simplex, Wax, 5 cuts, waxless.										
153	..										
154	Type for R. R. R., Wax, 4 and 7 cuts ...										
155	Do. Flat Duplicator and Flat Cyclostyle, Wax.										
156	Do. Red Seal, Flat Duplicator ..										
		No.	No.	No.	No.						
157	Silk sheets, Foolscap										
158	Tissue books for drying copies ..										
159	Varnish bottles										

		No.	No.	No.	No.						
	COPYING MACHINE ACCESSORIES.										
160	Ink, Facsimile, Bottles (6 ozs.) ..										
		Rms. Shts.	Rms. Shts.	Rms. Shts.	Rms. Shts.						
161	Paper, Absorbent, Brown, 71 lbs. ..										
		Rms. Shts.	Rms. Shts.	Rms. Shts.	Rms. Shts.						
	FLAT CYCLOSTYLE ACCESSORIES.										
162	Paper, Printing, Foolscap Folio, 6 lbs., for taking copies on flat Cyclostyles.										
		No.	No.	No.	No.						
	D. GESTETNER ROTARY* DUPLICATOR ACCESSORIES.							*These are supplied to those officers only who have D. Gestetner Rotary Duplicators in use.			
163	Correcting fluid bottles, 1 oz. ..										
164	Duroline bottles, 1 oz.										
165	Ink tubes, large, 1 lb.										
		Qrs.	Qrs.	Qrs.	Qrs.						
166	Paper, stencil, Multiholes Indestructible, for Gestetner Rotary Duplicator.										

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Avoid Supplementary Indents.

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1	2	3	4	5	6	7	8	9	10		
									Rs.	a.	p.
167											
168											
169											
170											
171											
		No.	No.	No.	No.						
	RUBBER STAMP ACCESSORIES										
172	Ink Bottles, Violet, 1 oz. each ...										
173	Pads, Large, 6" × 3½"										
174	Do. Medium, 4½" × 2½"										
175											
176	Daters, Perpetual										
177											
178											

170

180

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
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Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use.

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omissions, *vide* N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10	11	12		
							No.	No.			Rs.	a.	p.
181	Bags, Canvas, Small, 16″ × 7½″ ...									For Postal purpose.			
182	Do. Large, 16″ × 12″ ...												
183	Do. Waterproof, 17″ × 12″ ...									For Police Officers.			
							No.	No.					
184	Baskets, Cane, paper, 15″ × 10″ × 3″ ...												
185	Baskets, Waste paper (Cane), Superior ...												
							No.	No.					
186	Bells, Call									For officer's use only.			
187	Blotters, Hand, Wooden												
							No.	No.					
188	Brushes, Hard, for cleaning Types ...									One for each Typewriter.			
189	Brushes, Soft (long handle), for cleaning Typewriters.												

							No.	No.					
190	...												
191	Clips, spring (Bull Dog)												
							Yds.	Yds.					
192	Cloth, Oil, 50″/152″ wide (for covering records)												
							No.	No.					
193	Erasers, Ink and Pencil									1 No. per head supplied biennially.			
194	Glasses for water												
195	Hones for sharpening Penknives ...												
							No.	No.					
196	...												
197	Round Pewter Inkstands for Black Ink (with China ink-wells).									1 No. per head.			
198	Inkstands, China, brown (with corks) ...									For outdoor work.			
199	Ink-wells (white) for Round Pewter Inkstands.												
							No.	No.					
200	Locks, Pad, Brass, for Treasury, 3½″												
201	Do. do. 3″ With duplicate keys.									For locking up Treasury rooms.			
202	Do. do. 2½″												
203	Do. do. 2″												

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10	11	12		
							No.	No.			Rs.	a.	p.
204	Locks, Pad, Ordinary, Galvanized 2½"									For locking up office doors and boxes.			
205	Do. do. 2" With duplicate keys.												
206	Do. do. 1½"												
							No.	No.					
207	Oil Cans for typewriter												
208	Pads for taking Thumb Impressions, and Rubber Stamp 3¼" × 2¾"												
209	Paper Weights, Glass												
210	Penknives, Desk									1 No. per head.			
211	Pen Racks									For heads of offices only.			
							No.	No.					
212	Pens, Stylus, for Flat Duplicators ..												
213	Do. Rotary Duplicator ..												
214	Pens, Wheel, for Flat Duplicators and Flat Cyclostyle machines.												

215	Pin Cushions, ordinary, for clerks ...						No.	No.					
216	Do. superior, for officers ...												
217	Ookers (Bodkins)						No.	No.					
218	Portfolios, F'cap												
219	Punches (for cancelling Court-fee stamps) ..												
220	Rollers, Rubber, 3", for Thumb Impressions.						No.	No.					
221	Do. 8", F'cap size, for use with Flat Duplicators.												
222	Rulers, Round, Long, 24"						No.	No.		For Officers' use only.			
223	Do. Short, 18"												
224	Rulers, Flat, Short, 18"												
225	Scales, letter Brass without weights (Postal)						No.	No.					
225A	Weights for above (Sets in Tolas) ...												
225B	Do. (Sets in Ozs.) ...												
226	Scissors, 6½"												

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renwed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, *vide* N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10	11	12		
							No.	No.			Rs.	a.	p.
227	Slates, School, Large, 11″ × 9″ ..												
228	Tiles, China, Glazed, 6″ × 6″, for Thumb Impressions.									Substitute for Tin Slabs.			
229	Zinc Plates, 14″ × 9″, for writing with pencil carbon.												
230	Kamblies for Peons												
231	Umbrellas do.									Either a Kamblie or an umbrella is supplied to a Peon biennially.			
232	..												
233	..												
234	..												
235	..									Certified that the articles indented for against items from 181 to 229 are necessary as those already in use are unserviceable. Signature——— Designation———			

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

FOR USE OF THE STATIONERY OFFICE

Entered in D/L No. By Checked by

Passenger / Goods / Steamer } Receipt posted on

Chargeable indents.

Freight paid.			*Postage paid.*		
Rs.	a.	p.	Rs.	a.	p.

Particulars of packages and packing

		No.	Packed by
Contract boxes	No. 1—31″ × 21″ × 12″ ..		
Do.	No. 2—24″ × 15″ × 12″ ..		
Do.	No. 3—18″ × 14″ × 11″ ..		
Do.	No. 4—15″ × 9½″ × 8½″ ..		
Boxes of other sizes ..	.. ..		
Entire Bales from Mills ..	.. ..		
Bales made up in the Stores	.. ..		
Post parcels ..	.. ..		
Total number of packages despatched ..			

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STATIONERY ARTICLES SUPPLIED TO THEM

Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter which should accompany this indent so as to bring them prominently to the notice of the Stationery Office.....

3. Complaints of a trivial nature should be noted under the following heads :—

(*a*) Articles received short against items Nos.————

(*b*) Articles received in excess against items Nos.————

(*c*) Articles received damaged against items Nos. ———— (the nature of damage must be stated).....

(*d*) Complaints of any other nature————

Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in columns 5, 6 and 8 and in columns 8 and 9 (of Long duration articles) of this advice note (Receipt) form.

2. All the packages as detailed above were correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 15th March 1928, have been carefully attended to.

Station———— } Signature————

Date———— } Designation————

This page is intended to be used by the Stationery Office for entering quantity of articles remaining due and encircled in the indent to be subsequently supplied

Item No.	Names of articles	Quantity now supplied	Remarks	Value		
1	2	3	4	5		
				Rs.	a.	p.

Stationery Office Registered No. fixed for your office. } No.

Budget Head to which the cost of the Indent is debitable }

Model Indent for Stationery Articles of the Office of

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	
Principal Assistants	
Clerks	
Bailiffs (Judicial Department)	
Muster and Outdoor Clerks (P. W. D.)	
Teachers (Educational Department)	
Gate-keepers and Circle Amaldars (Jail Department)	
Compounders, Nurses Sub-Assistant Surgeons (Medical Department)	
Other staff using stationery	
Total number of hands ..	

No. of 194 -194 .

Dated 194 .

Forwarded with compliments to the Superintendent, Government Printing and Stationery, Bombay, after filling in column 9 against items 1 to 176 and column 5 against items 181 to 231 of the Model Indent.

Signature

Designation of Controlling Officer. }

Item No.	Names of articles.	Quantities as per the present Model Indent.		Issues during 1933-34.		Issues during 1934-35.		Issues during 1935-36.		Average Issue		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks
1	2	3		4		5		6		7		8		9		10
	PAPER.	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
1	Badami, Foolscap Folio, 6 lbs., 13½″×8½″.															
2	Do. Broad side, 12 lbs., 13½″×17″.															
3	Badami, Quarto, 8½″×6¾″ ..															
4	Blotting, Ordinary { 12 sheets per clerk and 12 to 24 sheets for each Gazetted Officer and Principal Asstt. }															
5	Do. Superior, Ford ..															
		No.		No.		No.		No.		No.		No.		No.		
6	Boards, Straw, 20″×25″=1¼ lbs. each ..															
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
7	Carbon, Demy [for use with pencils], Black, 17½″×22½″.															
8	Do. Foolscap Zenetic, 13½″×17″ ..															
9	Cream Wove, Foolscap Folio, 13½″×8½″=7 lbs.															
10	Do. do. Broad side, 17″×13½″=14 lbs.															
11	Do. Quarto, 8½″×6¾″ ..															

12	Cream Laid, Foolscap Folio, 13½″×8½″ =6 lbs.														
13	Do. do. Broad side, 17″× 13½″=12 lbs.														
14	Do. Quarto, 8½″×6¾″ ..														
15	Kraft, Double Demy, 22½″×35″=30 lbs.														
16	Brown, thick, 50 lbs., 20″×30″, for file covers.														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets
17	Letter D. O., Single, 9″×7″, Embossed ..														
18	Marble, Foolscap, 13½″×17″ ..														
19	Note D. O., Single, 7″×4½″, Embossed ..														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets
20	Ruled, Foolscap, Broad side, Horizontal, 13½″×17″=12 lbs., with 33 lines.														
21	Do. do. Vertical, 13½″×17″ =12 lbs., with 18 lines.														
		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets	
22	Tinted, in Assorted Colours, Size 22″× 30″.														
		No.		No.		No.		No.		No.		No.		No.	
	ENVELOPES.														
23	Foolscap D. O., Size 9½″×4½″ [50 Nos. for each Officer].														
24	Note size, 4¾″×3¾″ [100 Nos. for each Officer and 20 for each Principal Assistant].														

Item No.	Names of articles.	Quantities as per the present Model Indent.	Issues during 1933-34.	Issues during 1934-35.	Issues during 1935-36.	Average Issue.	Quantities proposed by the Indenting Officer.	Quantities sanctioned by the Controlling Officer.	Remarks
1	2	3	4	5	6	7	8	9	10
		No.	No.	No.	No.	No.	No.	No.	
	MISCELLANEOUS ARTICLES.								
25	Books, Foolscap, ruled Horizontal, 1 quire.								
26	Do. do. 2 quires.								
27	Do. do. 3 ,, ..								
28	Do. do. 4 ,, ..								
		No.	No.	No.	No.	No.	No.	No.	
29	Books, Foolscap, ruled Vertical, 1 quire..								
30	Do. do. 2 quires.								
31	Do. do. 3 ,, ..								
32	Do. do. 4 ,, ..								
33	Books, Quarto size, 48 leaves, rules ..								
34	Do. Note, Pocket size, Leather bound, ruled.								
35	Do. do. do. Paper bound, ruled.								
36	Do. do. Shorthand								

37	Bricks, Bath, 7 oz. piece	No.		No.		No.		No.		No.		No.		No.	
38	Candles, Wax, Packets [6 in a packet], 12 oz.	Packets		Packets		Packets		Packets		Packets		Packets		Packets	
39	Chalk, White, lump	Lbs.		Lbs.		Lbs.		Lbs.		Lbs.		Lbs.		Lbs.	
40	Crayons, White, in Boxes of 1 Gross Sticks.	Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes	
41	Do. Coloured do. do. ..	Sticks		Sticks		Sticks		Sticks		Sticks		Sticks		Sticks	
42	Do. do. (Grey-hound Pastels) ..														
43	Cloth, Binding, 40″ wide	Yds.		Yds.		Yds.		Yds.		Yds.		Yds.		Yds.	
44	Do. Drill, for repairing Tents, 27″ wide														
45	Do. Dungry, Superior, 36″ wide ..														
46	Do. do. Inferior, 30″ wide ..														
47	Do. Gunny, 40″ wide														
48	Do. Mulmul, White, 45″ × 48″ wide ..														
49	Cloth, Tracing, in rolls of 24 yards of 36″ wide	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.	Rolls	yds.

Item No.	Names of articles.	Quantities as per the present Model Indent.	Issues during 1933–34.	Issues during 1934–35.	Issues during 1935–36.	Average Issue.	Quantities proposed by the Indenting Officer.	Quantities sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6	7	8	9	10
		No.	No.	No.	No.	No.	No.	No.	
50	Covers for Files, Leather, Red, 14″ × 9″, small.								
51	Do. do. 18″×14″, medium.								
52	Do. do. 26″×20″, large.								
		No.	No.	No.	No.	No.	No.	No.	
53	Dusters, 30″×30″								
		No.	No.	No.	No.	No.	No.	No.	
54	Gloy bottles, Small, 5 oz. with brushes ..								
54A	Do. Large, 16 oz. without brushes.								
54B	Do. Large, 20 oz. do. ..								
		Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	
55	Glue								
56	Gum, Arabic								

57	Brushes (for Gum and Rubber Stamp Ink).	No.	No.	No.	No.	No.	No.	No.	
58	Ink, Concentrated Blue Black, Superior, 4 oz. bottles.	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	
59	Ink, Indelible. [For writing cheques. In 24 oz. bottles.]								
60	Ink Powder, Blue Black [4 Nos. per head per annum].	Packets	Packets	Packets	Packets	Packets	Packets	Packets	
61	Do. Red, Fuchsine [½ oz. per head per annum].	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	
62	Ink, Superior Blue Black, in 28 oz. glass bottles.	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	
63	Ink, Blue Black, in 4 oz. bottles, for Fountain Pens.								
64	Laces for Files (file strings), 33″ long ..	No.	No.	No.	No.	No.	No.	No.	
65	Leather pieces (country), 20″ ×24″, Sheep.								
66	Needles, Small, 2½″	No.	No.	No.	No.	No.	No.	No.	
67	Needles, Large (Dabhans), 3½″ ..								

Item No.	Names of articles.	Quantities as per the present Model Indent.		Issues during 1933–34.		Issues during 1934–35.		Issues during 1935–36.		Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	Doz.	No.	
68	Nibs, Steel, Fireman ..															
69	Do. Latem ..															
70	Do. Haldankar (Maharashtra).															
71	Do. Hindu or Nawab.															
73	Do. J Gilt ..															
74	Do. 027 Broad point.															
76	Do. Rani ..															
77	Do. (Irresistible) No. 1405.															
78	Do. Waverly ..															
79	Do. No. 9 (correspondence).															
80	Do. No. 10 do.															
81	Do. No. 11 do.															
	50 Nos. of either per head per annum.															
		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		
82	Paper-clips, Gem [Boxes of 100 each] ..															

83	Paper fasteners, Brass [Boxes of 6 dozens each, Assorted size].								
		No.	No.	No.	No.	No.	No.	No.	
84	Pencils, Black lead, Soft	4 Nos. per head per annum.							
85	Do. Middling.								
86	Do. Hard ..								
	PENCILS, COLOURED.	No.	No.	No.	No.	No.	No.	No.	
87	Blue								
88	Copying								
89	Green								
90	Red								
		No.	No.	No.	No.	No.	No.	No.	
91	Pencils, Shorthand								
92	Do. Slate								
		No.	No.	No.	No.	No.	No.	No.	
93	Penholders, Ordinary [2 Nos. per head per annum].								
94	Do. Superior [for Officers' use only] do.								
		No.	No.	No.	No.	No.	No.	No.	
95	Pens, Reed, 7″ long								

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING 1933–34.		1934–35.		1935–36.		Average Issue		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Ozs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	
96	Pins, Common, in packets of 1 oz. each, ¾″ size ..															
97	Do. do. 1″ ,, ..															
98	Do. do. 1¼″ ,, ..															
		No.		No.		No.		No.		No.		No.		No.		
99	Pins, Drawing, Large, Brass Circular, ¾″ diameter. ...															
100	Do. Small, do. ½″ do.															
		No.		No.		No.		No.		No.		No.		No.		
101	Polish, Brass, in one oz. tins ..															
102	Reels, Thread (400 yds.)															
		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		
103	Sand Paper, Sheets, 12″×10″, Nos. 0, 1, 1½ and 2.															
		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		
104	Seals, Perfect, Boxes [Box of 100 each] ...															

105	Silk Cord, Bundles [for Judicial Officers only].	No.	No.	No.	No.	No.	No.	No.	
		Bundles	Bundles	Bundles	Bundles	Bundles	Bundles	Bundles.	
106	Tags, 4″, Cotton } in bundles of 100 Nos. each								
107	Do. 8″, do. } in bundles of 100 Nos. each								
		No.	No.	No.	No.	No.	No.	No.	
108	Tape, White, Bundles [in bundles of 7 yards].								
109	Tape, Red, Bundles [in bundles of 7 yards, ½″ wide].								
		Gundies	Gundies	Gundies	Gundies	Gundies	Gundies	Gundies	
110	Thread for sewing [100 yards each gundy]								
		Balls	Balls	Balls	Balls	Balls	Balls	Balls	
111	Twine, Balls (cotton) [1½ oz. each] ..								
112	Twine, Thick, Cotton, in 1 lb. balls ..	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	
113	Twine, Jute, Inferior (Bengal twine) ..	No.	No.	No.	No.	No.	No.	No.	
114	Wax cloth, Pieces (4 yards each), 34″ wide								

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING 1933-34.		1934-35.		1935-36.		Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	
115	Wax, Sealing, Red (16 sticks to a lb.) ..															
116	Wax, Sealing, Black															
		No.		No.		No.		No.		No.		No.		No.		
117	Wax, Taper sticks, Red ..															
		No.		No.		No.		No.		No.		No.		No.		
	TYPEWRITER ACCESSORIES.															
	For Typewriters.															
118	Mulmul Pieces, 18″×18″															
119	Erasers [1 per machine per year] ..															
120	Oil bottles do. ..															
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
121	Paper, Carbon, Foolscap, Black ..															
122	Paper, Typewriter, 4 lbs.															
123	Do. 3 lbs.															
124	Do. 2 lbs.															

	RIBBONS FOR TYPEWRITER MACHINES.	No.	No.	No.	No.	No.	No.	No.
125	Remington, Nos. 10, 11, 12 and 16 ..							
126	Do. Portable							
127	Royal No. 10, Standard							
128	Royal Portable							
129	British Imperial, Standard ..							
130	Do. Portable (Regent) ..							
131	Oliver, Nos. 9, 10, 11 and 16 ..							
134	Corona, Nos. 3, 4							
135	Underwood, Nos. 3, 5, Standard ..							
135A	Do. Portable							
136	Woodstock, Standard							
137	A.E.G. do.							
137A	Bijou Portable							
	THUMB IMPRESSION ARTICLES.	No.	No.	No.	No.	No.	No.	No.
138	Ink, Black, in 1 oz. collapsible tubes ..							
139	Ink bottles, Black, 1 oz.							
	DUPLICATOR ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.
140	Developine bottles, 1 oz. ..							
141	Ink for Rotary Duplicator in 8 oz. tins or tubes.							
142	Ink for Flat Ellam's Duplicator and Flat Cyclostyle, in 7 oz. tubes.							

Item No.	Names of articles.	Quantities as per the present Model Indent.		Issues during 1933-34.		Issues during 1934-35.		Issues during 1935-36.		Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
1	2	3		4		5		6		7		8		9		10
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
144	Paper, Roneo, impression, 6 lbs., 13½″ × 8″.															
	WAX STENCIL PAPER.	Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		
145	Hand for Roneo, 10 X Filmos ..															
145A	Do. do. B 3 X															
146	Do. Simplex with 5 cuts for Roneo.															
147	Do. R. R. R. duplicator (4 cuts and 7 cuts).															
148	Hand for Flat Duplicator and Flat Cyclostyle.															
149	Do. Red Seal Flat Duplicator ..															
		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		
150	Type for Roneo 10 X Filmos wax															
151	Do. T. fitting, Paratype, Indestructible.															
152	Do. Simplex, Wax, 5 cuts ..															

152A	Do. do. Paratype, 5 cuts ..															
153	Do. T. fitting, Wax															
154	Do. R. R. R., Wax, 4 and 7 cuts ..															
154A	Do. do. Paratype, 4 and 7 cuts.															
155	Do. Flat Duplicator and Flat Cyclostyle, Wax.															
156	Do. Red Seal, Flat Duplicator, Wax.															
		No.		No.		No.		No.		No.		No.		No.		
157	Silk sheets, Foolscap															
158	Tissue books for drying copies ..															
159	Varnish bottles															
		No.		No.		No.		No.		No.		No.		No.		
	COPYING MACHINE ACCESSORIES.															
160	Ink, Fascimile, Bottles (6 ozs.) ..	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	
161	Paper, Absorbent, Brown, 71 lbs. ..															
		Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	
	FLAT CYCLOSTYLE ACCESSORIES.															
162	Paper, Printing Foolscap Folio, 6 lbs. for taking copies on flat Cyclostyles.															

Item No.	Names of articles.	Quantities as per the present Model Indent.	ISSUES DURING			Average Issue.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
			1933-34.	1934-35.	1935-36.				
1	2	3	4	5	6	7	8	9	10
	D. GESTETNER ROTARY DUPLICATOR ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.	
163	Correcting fluid bottles, 1 oz. ..								
165	Ink tubes, large, 1 lb. ..	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	
166	Paper stencil, Multiholes Indestructible for Gestetner Rotary Duplicator.								
	RUBBER STAMP ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.	
172	Ink Bottles, Violet, 1 oz. each ..								
173	Pads, Large, 6″×3½″								
174	Do. Medium, 4½″×2½″								
175	Do. Small, 3¾″×2″								
176	Daters, Perpetual								

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
			No.	No.	
181	Bags, Canvas, Small, 16″×7½″ ..	50 per cent. of the total quantity to be supplied every year ..			
182	Do. Large, 16″×12″ ..	50 do. do. ..			
183	Do. Waterproof, 17″×12″ ..	50 do. do. ..			
184	Baskets, Cane, paper, 15″×10″×3″ ..	5 do. do. ..			
185	Baskets, Waste paper (Cane), Superior ..	10 do. do. ..			
186	Bells, Call	50 do. do. ..			
187	Blotters, Hand, Wooden	10 do. do. ..			
188	Brushes, Hard, for cleaning Types ..	50 do. do. ..			
189	Brushes, Soft (long handle), for cleaning Typewriters.	50 do. do. ..			
190	Candlestands (with globes)	33⅓ do. do. ..			
191	Clips, spring (Bull Dog)	20 do. do. ..	Yds.	Yds.	
192	Cloth, Oil, 50″/52″ wide (for covering records.)	50 do. do. ..			

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
			No.	No.	
193	Erasers, Ink and Pencil	50 per cent. of the total quantity to be supplied every year ..			
194	Glasses for water	10 do. do. ..			
195	Hones for sharpening Penknives ..	10 do. do. ..			
196	Ink-Glasses for Red Ink	10 do. do. ..			
197	Round Pewter Inkstands for Black Ink (with China ink-wells).	10 do. do. ..			
198	Inkstands, China, brown (with corks) ..	10 do. do. ..			
199	Ink-wells (white) for Round Pewter Inkstands.	10 do. do. ..			
200	Locks, Pad, Brass, for Treasury, 3½″ (With duplicate keys.)	To be supplied on production of the old and unserviceable ones.			
201	Do. do. 3″ (With duplicate keys.)				
202	Do. do. 2½″ (With duplicate keys.)				
203	Do. do. 2″ (With duplicate keys.)				
204	Locks, Pad, Ordinary, Galvanized, 2½″ (With duplicate keys.)	33⅓ per cent. of the total quantity to be supplied every year ..	No.	No.	
205	Do. do. 2″ (With duplicate keys.)				
206	Do. do. 1½″ (With duplicate keys.)				

207	Oil Cans for typewriter	50	do.	do.	..		
208	Pads for taking Thumb Impressions, $3\frac{1}{4}'' \times 2\frac{3}{4}''$.	50	do.	do.	..		
209	Paper Weights, Glass ..	20	do.	do.	..		
210	Penknives, Desk	50	do.	do.	..		
211	Pen Racks	10	do.	do.	..		
212	Pens, Stylus, for Flat Duplicators ..	20	do.	do.	..		
213	Do. Rotary Duplicator ..						
214	Pens, Wheel, for Flat Duplicators and Flat Cyclostyle machines.	50	do.	do.	..		
215	Pin Cushions, ordinary, for clerks ..	$33\frac{1}{3}$	do.	do.	..		
216	Do. superior, for officers ..						
217	Pokers (Bodkins)..	10	do.	do.	..		
218	Portfolios, F'cap	50	do.	do.	..		
219	Punches (for cancelling Court-fee stamps)	10	do.	do.	..		
220	Rollers, Rubber, 3", for Thumb Impressions.	To be supplied on production of the old and unserviceable ones.					
221	Do. 8", F'cap size, for use with Flat Duplicators.						
222	Rulers, Round, Long, 24"		Do.	do.	..		
223	Do. Short, 18" ..						
224	Rulers, Flat, Short, 18"						

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
225	Scales, letter, Brass, without weights (Postal).	To be supplied on production of the old and unserviceable ones.			
225A	Weights for Scales (Sets in Tolas) ..				
225B	Do. (Sets in Ozs.) ..				
226	Scissors, 6½"	50 per cent. of the quantity to be supplied every year ..			
			No.	No.	
227	Slates, School, Large, 11"×9" ..	20 per cent. of the total quantity to be supplied every year ..			
228	Tiles, China, Glazed, 6"×6", for Thumb Impressions.	10 do. do. ..			
229	Zinc Plates, 14"×9", for writing with pencil carbon.	5 do. do. ..			
230	Kamblies for Peons	50 do. do. ..			
231	Umbrellas do.	50 do. do. ..			

Signature _____

Designation of Indenting Officer } _____

Indent Register No.————

[To be submitted to the YERAVDA PRISON PRESS through the Superintendent, Government Printing and Stationery, Bombay, in the month in which the officer concerned is authorized to indent on the Press as indicated on the inside of this cover.]

Debitable to Budget Head } ————————————————

No. of 193 -4 . Dated 19 .

Annual Indent for Standard and Destandardized Forms and Envelopes for the use of the for the Year 193 .

[Inner Sheets Sets.]

†1. I certify that the number of copies of each Form or Envelope entered in this Indent will, to the best of my belief, be actually required for consumption in a year, and that, with due regard to the interests of the public service, a smaller number cannot, in any case, be made to suffice for the period mentioned.

†2. I also certify that the information given in Column 3 is from the Office Record and correct to the best of my belief. The Forms and Envelopes received on last Indent have been used for *bonâ-fide* Government purposes for which they were intended.

3. I state, for the information of the Press, that all the Forms or Envelopes already indented for on Annual or Supplementary Indents, but not complied with by the Press, are included in this Annual Indent which, therefore, cancels all my previous Indents for those Forms or Envelopes to the extent to which they have not been complied with. The numbers and dates of my Indents hereby cancelled are given below:—

†4. Certified that the stock of Forms and Envelopes in my office has been checked and that there is no surplus stock/the surplus stock has been reported to the controlling officer for orders as to its disposal.

[†Certificates 1, 2 and 4 may be scored out when the Indenting Officer is prepared to pay cash.]

Signature and Designation (of the Indenting Officer) } ————————————

Address to which packages are to be sent :—

(Designation)————————————————

————————————————————

(Railway Station) / (Seaport). ————————(Post Town with District) ————

————————

No. of 19 -4

Forwarded for compliance.

Bombay, 19 . Superintendent, Govt. Printing and Stationery, Bombay.

[*Entries below this line to be made by the Press Office.*]

Number of Items————————

Drawn by————————

Checked and Compared by } ————————

Ledgered by————————

Number of Boxes. Spl. L M. S.

Packets ————/Ry. Parcel by Post / by Hand

Advice Note No. ————

Despatched on ————

MOSI Bk V 1—31*a*

Statement of Departments showing the Months in which their indents should reach the Press

April :—
(1) Secretariat.
(2) Cantonment Authorities, Municipalities, Local Boards, etc.
(3) Medical.

June :—
(1) Public Health.
(2) All Departments of the Central Government.
(3) Industries, Information and Labour Office.
(4) Revenue and Treasury (except offices on the sea coast).

August :—
(1) Excise and Opium.
(2) Agricultural and Veterinary.
(3) Stationery and Printing.
(4) Other commercial undertakings.

October :—
(1) Revenue and Treasury Offices on the sea coast.
(2) Jail.
(3) Registration.
(4) Police.

December :—
(1) Educational.
(2) Public Works Department (except the commercial undertakings under the P. W. D.).

February :—
(1) Judicial.
(2) Forest.
(3) Magisterial.

Notes for Guidance of Indenting Officers

1. This Indent Form is to be used with as many inner sheets as are required for the annual indent. The inner sheet forms have been prepared in sets of three copies. They should be written with carbon papers for the duplicate and triplicate copies. The triplicate copy should be detached and kept as office copy of the indenting office. The remaining two copies should be put in this cover and sent to the Press through the Superintendent, Government Printing and Stationery, Bombay. The duplicate copy is intended to serve as Advice Note and it is therefore not necessary to fill in the separate form of Advice Note.

2. The sets of inner sheets should be serially numbered and the total number of sets of inner sheets should be shown on the cover. Each set of inner sheets should show the Indent Register No. and the name of the indenting officer at the top.

3. For the rules of indenting attention is invited to the G.R., J.D., No. 8, dated 4th January 1909, as modified by G.R., G.D., No. 927, dated 9th June 1922, and G.R., G.D., No. 1657, dated 16th May 1922.

4. The standard No. (Col. 1) in the case of each form should be quoted by reference to the Catalogue of Forms already supplied as a guide. If this is not possible, a printed sample of the form required should be attached to the indent for the guidance of the Press. As per G.R., G.D., No. 927, dated 9th June 1922, the Catalogues are to be kept up to date by the officers concerned with reference to the Government Orders or Instructions from the Heads of Departments issued from time to time.

5. Some forms are authorised in outer sheets and inner sheets and some are kept in bound books of different sizes and loose sheets as shown in the Catalogue. In such cases, full details such as outer sheets or inner sheets and loose sheets or bound books may be written clearly in the remarks column to avoid incorrect supply and consequent correspondence. In the case of bound books the number of leaves required in each book should also be stated when the sizes of books are more than one.

6. Destandardized forms are now to be indented for from the Yeravda Prison Press on annual indents, *vide* G.R., G.D., No. S. 62, dated 15th March 1935. If these forms are required, they may be included in the indent after the requirements of standard forms have been filled in. They should on no account be mixed with the standard forms. Copies of the List of Destandardized Forms have already been distributed in 1928-29.

7. Officers who are not entitled to a free supply of forms from the Press should clearly state whether they wish to pay the value of the forms in advance as per G.R., G.D., No. 8921, dated 23rd August 1932. In the absence of any instructions in this respect the supply will be sent by V. P.

[Copy for the Press.] *Folio No.* _____

Indent Register No. _____ *Name of Office* _____

Standard No. of Form or Envelope.	Number sanctioned in Model Indent.	Balance in hand.	No. of copies required.		Ledger Folio.	†Here state Vernacular in which the forms are required. Remarks.
			English	†		
1	2	3	4	5	6	7

[Copy to serve as Advice Note.] *Folio No.* _____

Indent Register No. _____ *Name of Office* _____

Standard No. of Form or Envelope.	Number sanctioned in Model Indent.	Balance in hand.	No. of copies required.		Ledger Folio.	†Here state Vernacular in which the forms are required. Remarks.
			English.	†		
1	2	3	4	5	6	7

[Copy for the Indenting Office.] *Folio No.* _____

Indent Register No. _____ *Name of Office* _____

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1	2	3	4	5	6	7